

Organizers



MINISTRY OF INDUSTRY AND  
MINERAL RESOURCES



MINERAL RESOURCES AND  
PETROLEUM AUTHORITY



MONGOLIAN NATIONAL  
MINING ASSOCIATION

# MONGOLIAN MININGWEEK | MINEPRO | 2025

EXPO | CONVENTION

## GUIDELINES FOR EXHIBITORS

**4<sup>th</sup> annual**  
**INTERNATIONAL  
MINING EXHIBITION  
AND CONVENTION**



**11,12,13**  
**September**



Taij Khairkhan, Nalaikh District,  
**Ulaanbaatar, Mongolia**



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## Contact the Organizer

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# General Information

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“MiningWeek & MinePro 2025” is an international exhibition and conference aimed at discussing future trends in the mining industry and the demand in the mineral resources market. The event will bring together mining buyers, suppliers, and industry professionals to showcase the latest information, technologies, products, and services.

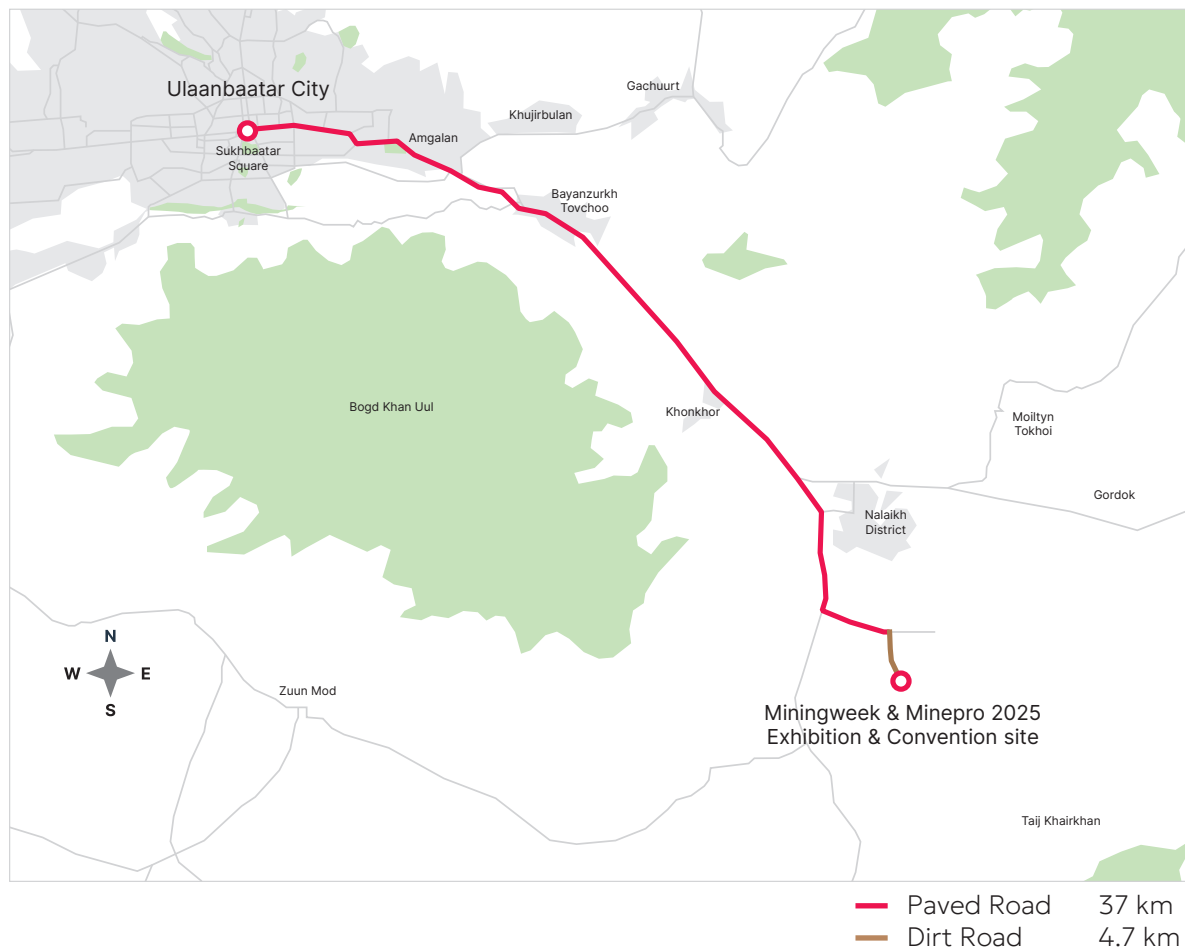
The exhibition will be held on September 11–13, 2024, at the foot of Tajik Khairkhan Mountain in Nalaikh District, Ulaanbaatar.

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This guideline is intended for participating companies and provides detailed instructions on how, when, and under what regulations they should set up their indoor pavilions (booths) and outdoor spaces before, during, and after the exhibition. All participants are required to follow the instructions and regulations below and take part in the exhibition in compliance with international standards.

**Date:** September 11–13, 2025

**Location:** Taij Khairkhan, Nalaikh District, Ulaanbaatar



# Pre-Exhibition Preparation

## 1. Indoor Pavilion and Booth Construction

**Dates:** September 7–10, 2025

**Activities:** Pavilion and booth installation, decoration.

**Requirements:**

- Follow all instructions and regulations provided by the organizer.
- All work must be completed within the approved timeframe.

## 2. Promotional Materials Preparation

**Deadline:** 24 hours before the exhibition opens

**Items to Prepare:**

Brochures, promotional handouts

Banners and other display tools

**Requirements:** Materials must be delivered and arranged at your booth before the exhibition begins to ensure smooth distribution to visitors.

## 3. Outdoor Tent and Equipment Setup

**Dates:** September 3–10, 2025

**Activities:**

- Tent and frame assembly
- Placement of heavy machinery and equipment
- Material transport and booth setup

## 4. Electrical Requirements

**Power Source Location:** Outdoor power sources will be no more than 50 meters away.

**Requirements:**

- Exhibitors must bring reliable extension cords or reels (up to 50 meters) suitable for their needs.
- All cables must meet safety and capacity standards.

**Connection Timeline:**

- Power connection will be provided September 8–10, 2025.
- Priority will be given to exhibitors who have completed booth construction.

# Exhibition Rules and Regulations

## Review the Official Guidelines

- All exhibitors must read and comply with the official exhibition guidelines.
- Safety Instructions
- Safety regulations must be strictly observed during booth construction, installation, and decoration.
- Ensuring safety directly protects human health and property.

## Follow the Schedule

- Adhere to the official exhibition schedule (openings, closings, etc.).
- Remain present at your designated space and keep operations running smoothly.

## Liability for Damages

- The organizer is not liable for any damage, loss, or accidents at booths or on-site areas.

## Keep Access Routes Clear

- Do not block entrances, exits, or emergency routes.
- Keeping these pathways clear is essential for safety.

## Respect Others' Spaces

- Stay within your allocated booth area and do not intrude on neighboring booths.
- Manage noise, lighting, and layout to avoid disturbing others.

## Organizer's Right to Make Changes

- Pavilion or booth locations may change due to unforeseen circumstances.
- The organizer will not be responsible for any indirect losses caused by such changes.

## Transporting Goods

- Use special equipment (forklifts, lifts, etc.) only with prior approval and guidance.
- Unauthorized operation of heavy equipment is strictly prohibited.

**Smoking Policy**

- Smoking is allowed only in designated areas.
- Dispose of cigarette waste properly.
- Cleanliness and Waste Disposal
- Keep your booth and surrounding area clean and orderly at all times.
- Dispose of waste only in designated bins or collection points.

**Respect for Others' Property**

- Do not handle or use the organizer's or other exhibitors' property without permission.
- Use venue facilities only as intended.

**Parking and Loading**

- Park only in designated parking areas.
- During loading/unloading, use authorized zones and comply with time restrictions.

**Noise Control**

- Keep amplified sound (music, microphones, speakers) below 70–80 dB.
- Avoid disruptive noise during conferences or seminars.

**Fire Safety**

- Each pavilion must have a fire extinguisher.
- Do not overload electrical circuits; use approved multi-sockets.

**Enforcement of Rules**

- The organizer reserves the right to remove exhibitors who seriously violate laws or exhibition rules.

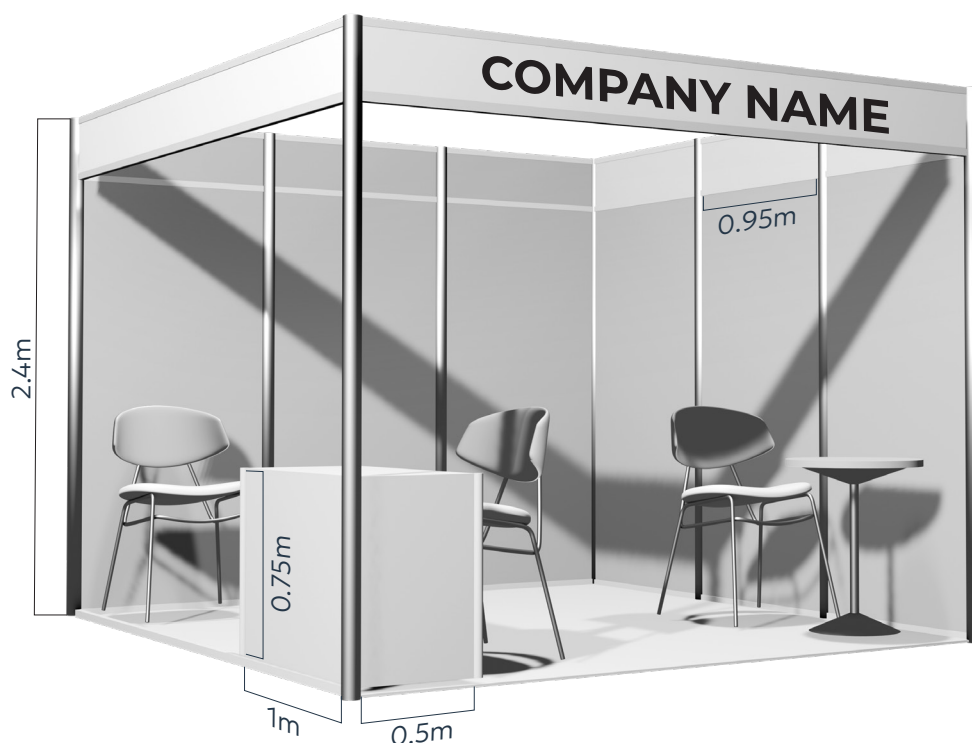
# Booth Information

## Booth Size and Layout

- Standard booth: 3m x 3m (square), height 2.4m.
- Exhibitors must plan all displays and layouts within these dimensions.

## Booth Numbers and Nameplates

- The organizer will provide booth numbers and company nameplates.
- Additional large signs are unnecessary; the provided design must be used.



## Standard Booth Package

- Includes: 2 tables, 3 chairs, 2 lights, carpeted flooring, one 220V outlet.
- Additional furniture or equipment can be requested in advance or brought by the exhibitor (subject to size and safety requirements).

## Electrical Supply

- Voltage: 220V.
- Exhibitors must ensure the safety of their own devices, prevent short circuits or voltage fluctuations, and consult the organizer if high-power equipment is needed.

## Decoration Height and Structure

- Height limits:
- Pavilion edges: 4m
- Pavilion center: 5m
- Booth structures and decorations must not exceed these limits.

## Prohibited Ceiling and Floor Attachments

- Hanging objects from the pavilion ceiling or drilling into floors is strictly prohibited.
- Damage to the venue will result in liability for repair costs.
- Approved attachment methods (e.g., magnetic pads, double-sided tape) are available from the organizer.

## Additional Equipment and Electrical Safety

- Any screens, speakers, or extra lighting must be securely installed and meet safety standards.
- Keep wires and cords organized and out of walkways.
- Avoid overloading circuits; surge protectors and breakers are recommended.



**Chair**

Height: 75 cm  
 Width: 50 cm  
 Length: 100 cm



**Negotiation table**

Height: 75 cm  
 Width: 50 cm  
 Length: 100 cm



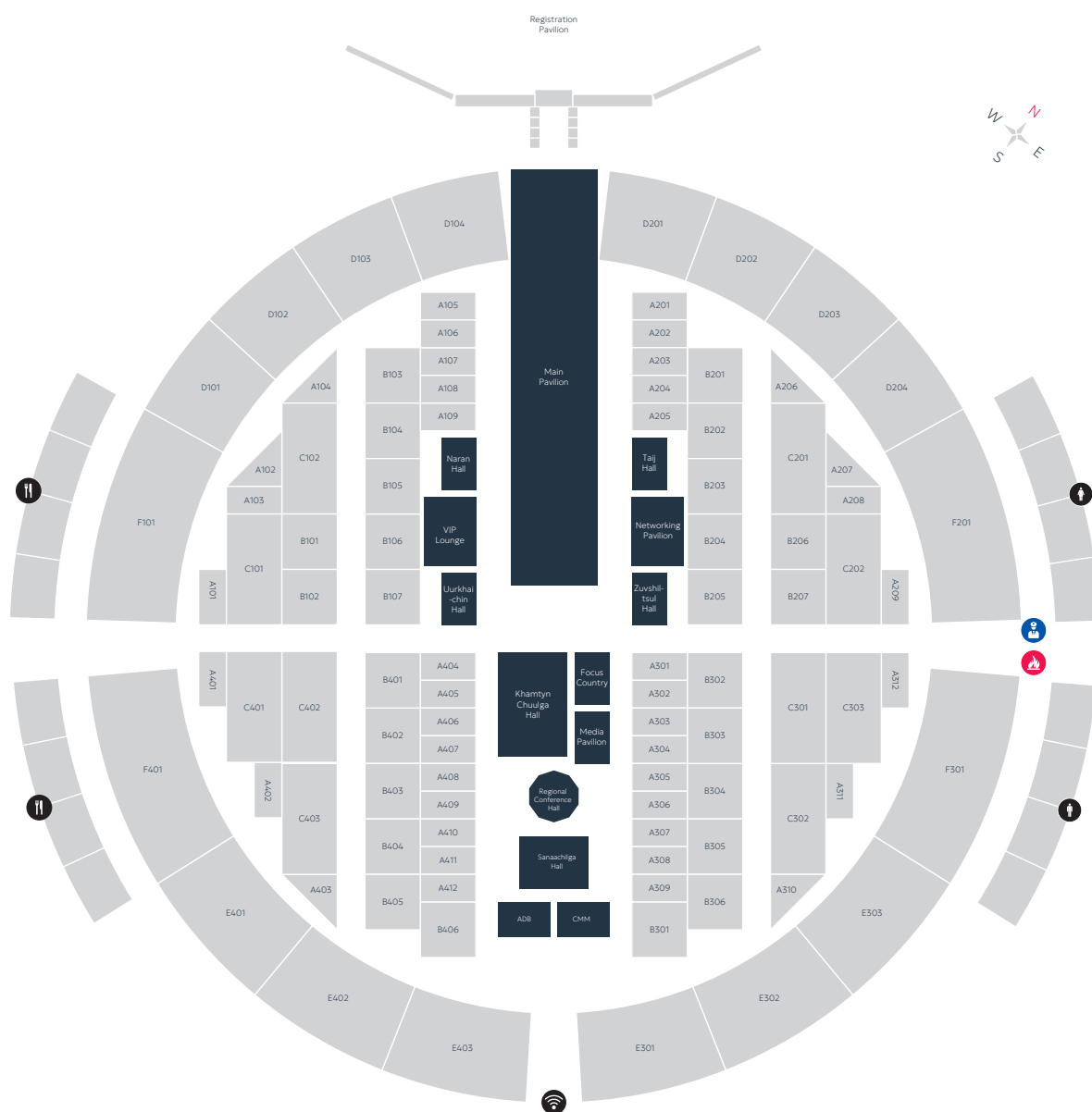
**Front desk**

Height: 75 cm  
 Width: 60 cm

# Outdoor Participation and Heavy Equipment Use

## Placement of Heavy Equipment

- Large machinery and equipment must be transported, unloaded, and positioned during the setup period (September 3–10, 2025).
- Follow traffic and safety instructions from field supervisors.
- Cranes and Lifting Equipment



- Use only cranes suitable for the site conditions and load requirements.
- All lifting must be performed by qualified operators following safety regulations.

### **Qualified Personnel Only**

- Only trained and certified operators and assistants may perform lifting, rigging, and signaling tasks.
- Unqualified personnel are strictly prohibited from operating lifting equipment.

### **Pre-Operation Inspections**

- Crane operators must conduct daily inspections using a checklist before each shift.
- Any faults or damage must be corrected before use.
- Planning Lift Paths and Clearing Obstacles
- Plan lifting paths in advance and clear all obstacles.
- Maintain safe distances from fixed objects (e.g., power lines, pillars).

### **Load Limits**

- Review crane capacity charts carefully; never exceed rated loads.
- Overloading is one of the highest risks and must be strictly avoided.

### **Communication and Signaling**

- Operators and signalers must use clear, agreed signals and maintain communication throughout lifting operations.

### **Complex Lifts**

- Lifts exceeding 80% of crane capacity (or 50% for floating cranes) are considered complex and require special planning and additional precautions.
- Outdoor Tents and Temporary Structures
- Ensure tents and temporary structures are securely anchored and weather-resistant.
- Observe safe spacing and fire safety requirements.

# Outdoor Work and Safety

## Personal Protective Equipment (PPE)

- Dress appropriately for outdoor conditions.
- When working with heavy equipment, wear steel-toe boots, safety helmets, gloves, goggles, ear protection, and masks as needed.
- Assign personnel to monitor surroundings during equipment operation.

## Power and Fuel Use

- If using generators or fuel storage, ensure proper placement and fire safety.
- Protect cables and wires from moisture and tripping hazards.

## Security and Monitoring

- While the organizer will provide basic security, exhibitors are responsible for safeguarding their own property.
- Consider using locks, cameras, alarms, or guards; any loss or damage remains the exhibitor's responsibility.

# Health and Safety Guidelines

## Protective Clothing and Equipment

- During setup and dismantling, all personnel must wear appropriate PPE: helmets, goggles, gloves, masks, harnesses, welding shields as required.
- Steel-toe boots and helmets are strongly recommended outdoors.

## Tools and Equipment Use

- Always wear PPE when using tools like saws, drills, and cutters.
- Check all equipment before use; never operate damaged or poorly maintained tools.

## Heavy Machinery Areas

- Stay alert around forklifts, cranes, or other machinery; avoid entering operational zones without need.
- Entrust equipment handling to qualified staff.

## Securing Displays and Structures

- Ensure all displays, screens, and stands are firmly secured.
- Inspect fastenings daily to prevent loosening or falling objects.

## Incident and Hazard Reporting

- Immediately report spills, chemical leaks, or suspicious hazards to the organizer.
- Prompt reporting ensures quick response and safety for all.

## Preventing Slips, Trips, and Falls

- Remove hazards such as loose cables, wet floors, uneven carpets.
- Keep booth surroundings clean and obstacle-free.

## Minors Prohibited

- The exhibition area is considered a construction site during setup and dismantling; persons under 18 are not allowed.

**Personal Risk and Liability**

- Exhibitors are fully responsible for the safety of their staff, property, and equipment.
- The organizer maintains overall safety but cannot manage booth-specific risks (e.g., high-voltage devices, open flames, valuables).

**Fire Extinguishers**

- A portable fire extinguisher is mandatory at every booth.
- Check its condition regularly and share its location with neighboring exhibitors.

**Emergency Exits and First Aid**

- Familiarize yourself with emergency exits and assembly points.
- Know the location of first aid stations and be prepared to request help if needed.

**Unattended Items**

- Do not leave bags, boxes, or equipment unattended.
- Unattended items may pose theft or safety risks and could be removed by security.

**Property Protection and Liability**

- The organizer is not liable for theft, loss, or damage to exhibitors' goods or equipment inside or outside the venue.
- Secure valuable items overnight, lock or remove portable items, or hire security staff.

# Post-Exhibition (Dismantling) Guidelines

## Booth and Structure Dismantling

- After the exhibition ends, exhibitors must dismantle and pack their booths, decorations, and installations in accordance with organizer rules and safety guidelines.
- Follow the same precautions as during setup to avoid damage.

## Removal Schedule

- Official removal period: September 14–21, 2025.
- All goods must be cleared during this period; follow any detailed schedules provided (e.g., zone-based timing).

**Dismantling on September 13, 2025, is strictly prohibited.**

## Feedback

- After the event, share your feedback or suggestions with the organizers.
- Contact:
- Phone: +976-72504103
- Email: [partnership@minepro.mn](mailto:partnership@minepro.mn)

## Contact Information

- For additional inquiries or assistance, contact the organizer directly.
- Organizer: Our organization is managing this exhibition.
- Contact Person: \_\_\_\_\_