****

**VII Eurasian International**

**Book Fair 2024**

**Exhibitor’s Manual**

**ASTANA**

**April 17–21, 2024**

**This “Manual” for the exhibition and other events participants has been specially developed to facilitate the process of exhibition registration and dealing with the corresponding administrative difficulties.**

*A detailed study of this document will give you the answer to the most questions regarding the exhibition organization and conducting. Please, keep the copies of all filled-in forms: it will enable us to deal with you problem faster and check the correlation between our invoice and your order.*

**Please, pay attention!**

*We kindly request you to follow all specified time limits for the documents submission so that a qualitative and well-timed service will be performed.*

1. **General Information**
   1. Organizer

**Foliant Рublishing House LLP**

Registered Address: 13, Sh. Aimanov st., Astana, 010000, Republic of Kazakhstan

Mailing Address: 13, Sh.Aimanov st., Astana, 010000, Republic of Kazakhstan

Tel.: +7(7172) 39 60 70, 31 03 39, 39 54 59; Fax: +7(7172) 39 72 49

**Official Support:**

Ministry of Culture and Information of the Republic of Kazakhstan

Mayor of Astana city

* 1. Venue

|  |  |
| --- | --- |
| Company | Congress Center |
| Address | 12, Heydar Aliyev l ave. 010000, Astana city |
| Web-site | https://qazexpocongress.kz/ |

* 1. Executive Directorate of the book fair

|  |  |
| --- | --- |
| Company | **Foliant Publishing House LLP** |
| Address | 13, Sh. Aimanov st., 010000, Astana,  Republic of Kazakhstan |
| Head | **Nurlan Issabekov** |
| Tel./fax | +7(7172) 39 60 70, 39 54 59; fax 39 72 49 |
| E-mail | [foliant@foliant.kz](mailto:foliant@foliant.kz); [info@eurasbook.com](mailto:info@eurasbook.com) |
| Project Manager | **Sarzhanova Gulnar** |
| Tel./fax | +7(7172) 39 60 70, 39 54 59, 31 03 39, 39 72 49. +7707 371 03 01 |
| E-mail | [info@eurasbook.com](mailto:info@eurasbook.com) |
| Web-site | <http://www.eurasbook.com> |

* 1. Contact information

**Technical Issues and Contracts:**

|  |  |
| --- | --- |
| Manager |  |
| Address | 13, Sh. Aimanova st., Astana, 010000,  Republic of Kazakhstan |
| Tel./fax | +7(7172) 39 54 59, 31 03 39; fax 39 72 49 |
| Е-mail | info@eurasbook.com |
| Site | <http://www.eurasbook.com> |

**Exclusive Stands Design/ Standard Booth:**

|  |  |
| --- | --- |
| Company | «Fair Expo» Exhibition Company |
| Address | 22, Auezov st., Astana, 010000,  Republic of Kazakhstan |
| Tel. | +7 (7172) 54 26 78 |
| Fax | + 7 (7172) 54 26 80 |
| Е-mail | timur@fairexpo.kz |
| Site | http://www.fairexpo.kz |

**Hotel services:**

|  |  |
| --- | --- |
| Company |  |
| Address |  |
| Tel. |  |
| E-mail |  |
| Site |  |

* 1. Book fair schedule

|  |  |  |
| --- | --- | --- |
| **Exhibition and Book fair schedule** | **Date, time** | **Type of works** |
| **Installation** | **April, 15-16**  **09:00 – 20:00** | Installation of booths and large-size exhibits |
| **April, 16**  **15:00 – 20:00** | Registration and arrival of exhibitors, delivery of exhibits, stands installation and display decoration |
| **Working hours**  **April,**  **17–21** | **09:00 – 10:00** | Participants enter the exhibition territory. Final delivery of additional equipment, exhibits and samples |
| **10:00 – 20:00** | Exhibition is opened for visitors |
| **20:00 – 20:30** | Participants leave the exhibition territory |
| **April, 17** | **11:00** | Official Opening Ceremony, Media members, country’s officials and honored guests view the exhibition |
| **Dismantling of Booths** | **April, 21**  **20:00** | The end of exhibition work. Removing of exhibits    Departure of exhibitors |

**ATTENTION! IT IS FORBIDDEN TO COLLECT, PACK AND REMOVE THE EXHIBITS, INCLUDING STAND DISMANTLING before 8 P.M. of April 21.** In case of this rule violation the Organizer has the right to impose the fine up to 10% of the stand space cost.

1. CONDITIONS OF PARTICIPATION

Any company or organization wishing to participate in the exhibition, should send a filled in and signed "Application for participation in the book fair" to the Organizer, as well as orders for additional equipment and services and information for the catalog and sign a contract for participation in the exhibition (application forms are attached).

When ordering unequipped space the exhibitor is obliged to agree with the Organizer on the technical parameters of the stand: the stand layout (design project) with the scheme of all electric installation work, an indication of the power required for normal operation of electrical appliances and exhibits.

You should also have:

* copies of fire safety certificates for all materials used in the construction of stands
* the Protocol of measurement of insulation resistance of electrical wiring and cables, issued by the company having the appropriate license;
* Passports for any electrical appliances and hardware.

**On the basis of applications received, the Organizer sends the invoice to the Participant which should be paid in full no later than April 1, 2024.**