**VII Eurasian International Book Fair**

 **(Astana, 17–21 April, 2024)**

**Terms & Conditions of Participation**

**1. GENERAL PROVISIONS**

1.1. **Terms & Conditions** of participation contain general information regulating requirements for the participants (hereinafter referred to as **Exhibitors**) and organizations engaged to set up book stands (hereinafter referred to as **Exhibitor’s Contractor**) on the form and extent of the information provided, the order and terms of implementation of various activities in the course of preparation for and holding of the **VII Eurasian International Book Fair** (hereinafter referred to as the **Exhibition**).

1.2. Terms & Conditions for participation are available on the website http://www.eurasbook.com/. If necessary, the Organizer of the Exhibition may modify them unilaterally. The information on such a modification (addition) will be immediately placed on the above-mentioned website. Since it has appeared on the specified website modifications (additions) are binding for all Exhibitors.

1.3. The terms used in the Terms & Conditions of Participation have the following definitions:

 **• Organizer** – organization carrying out activities on preparation and holding of the exhibition. Limited Liability Company "Foliant Publishing House" (LLP "Foliant Publishing House") (hereinafter referred to as Organizer) acts as the organizer of the exhibition

 • **Exhibitor** – participant of the Exhibition, demonstrating its exhibits (goods, works, services) in accordance with the theme of the fair. Exhibitor, applying for the participation and having submitted its Contract-Application (Form 1) to the Organizer, fully accepts the given Terms and Conditions and is committed to fulfill its requirements and "the Rules of using the premises and property of the Congress Center (available on the website https://qazexpocongress.kz), which form part of the Terms and Conditions, as well as the current legislation of the Republic of Kazakhstan. Publishing and bookselling organizations, individual entrepreneurs, international and national associations of publishers and book distributors, international and national copyright organizations, literary and information agencies and unions, other organizations, individuals and associations may take part in the fair as Exhibitors.

 • **General Contractor** – an organization engaged by the Organizer, performing on its behalf the whole complex of works on designing, installing / dismantling and maintenance of exhibition stands, structures and equipment, as well as bearing responsibility for the final outlook and decoration of the design structure.
 • **Exhibitor’s Contractor** – any company or individual entrepreneur or a person employed by the Organizer and signed a contract for performing works on the assembly and installation of exhibition stands, structures and equipment, and / or design or decoration of the exhibition area of ​​the Exhibitor.

 • **Exhibits** – books on various subjects, periodicals, sheet music, maps, atlases and globes, postcards, reproductions, stamps and other printed products, as well as records, CDs, video tapes, slides, modern publishing techniques and equipment. Exhibits are samples to carry out commercial transactions and can be sold to visitors of the exhibition in compliance with any applicable laws and regulations of the Republic of Kazakhstan in force on the days of Exhibition, or distributed as souvenirs. The organizer does not guarantee the safety of the exhibits on the show floor. The organizer does not exercise censorship or any other check of the displayed items for compliance with current legislation. Exhibitor shall take a direct responsibility for compliance of the exhibits, their content, design, and accompanying documentation with the legislation in force at the time of the Exhibition. **According to the legislation of the Republic of Kazakhstan, during the Eurasian Book Fair, it is prohibited to present and use as advertising exhibits promoting extremist, militaristic activities, racial and national exclusivity, insulting the national dignity of other participants and contradicting other requirements of normative legal acts of the Republic of Kazakhstan. Responsibility for compliance of exhibits, their content, design, and documentary support for the current legislation during the Exhibition shall be borne directly by the Exhibitor. The exhibition organizers have the right not to allow participants who violate the legislation of the Republic of Kazakhstan to participate in the exhibition. In this case, a reimbursement for participation in the exhibition is not subject to refund.**

 • **Exhibitor Manual** – a document which is an integral part of the Terms & Conditions of Participation and containing accurate information about the venue and time of the Exhibition.

**2. PARTICIPATION OPTIONS**

2.1**. Direct Exhibitors. Participation with rental of fully equipped exhibition stand.**The option includes the rent of an equipped exhibition stand to the Exhibitor at a price of $ 100 per 1 sq. m (incl. VAT). Minimum area • 6 square m (2 x 3 m). For relevant information, see 4.6 of the Terms of Participation.

**Accommodation, travel and meal expenses at the cost of exhibitors.**

2.2. **Direct Exhibitors. Participation with rental of floor space**. This option includes the provision of empty exhibition area to the Exhibitor to install and equip a stand matching its needs employing Exhibitor’s Contractor. The minimum size of the unequipped area – 12 square meters at the price of USD 70 per 1 sq. m (incl. VAT).

The procedure of self-construction of the stand is specified in 4.13 of the Terms & Conditions of Participation.

2.3. **Absentee Exhibitors (without renting a stand in the main exhibition).**

This option includes:

• placement of information about the Exhibitor in the catalog of the Book Fair – up to 500 characters;

• granting the right of free dissemination of information and printed materials;

• one Exhibitor’s pass (badge);

• one copy of Book Fair Exhibitors Catalogue;

Cost – USD 200 incl. VAT.

2.4. Direct Exhibitors (2.1.–2.2 of the Terms & Conditions of Participation) pay the rental fees for the exhibition space and equipment, which includes:

 • placing the information about the Exhibitor in the catalogue – up to 500 characters;

 • providing one copy of Book Fair Catalogue to the Exhibitor;

 • sale of exhibits specified in 1.3 of the Terms & Conditions of Participation;

 • providing Exhibitors passes (badges). (One badge per two 2 m2 of the rental space);

• Laissez-passer for one motor vehicle at the loading / unloading zone and Exhibition parking;

2.5. Additional expenses for special stand position (improved visibility):
• Type B: corner stand (fronting 2 gangways) – 10% of space rental fee;
• Type C: peninsula (fronting 3 gangways) – 15% of space rental fee;
• Type D: island (fronting 4gangways) – 20% of space rental fee.

3.  **PARTICIPATION AND PAYMENT**

3.1. Application forms are available on the website http://www.eurasbook.com/. An organization wishing to participate in the exhibition should send completed and signed Contract-Application (Form 1) to the address of the Organizer info@eurasbook.com. The deadline is **March 17, 2024**. Copies of the Contract-Application sent by e-mail, are recognized as legal documents equal to their paper copies with original signature and stamp. Consideration of applications takes place in the order of their submission. The Organizer reserves the right to reject the submitted application without explanation.

3.2. For Direct Exhibitors, depending on the size and booth configuration, Organizer allocates the exhibition place, assigns stand number and sends the floor

plan to the Exhibitor by e-mail for approval. Having received the Exhibitor's confirmation Organizer sends an invoice for rental fees.

For Absentee Exhibitors an invoice is sent after consideration of the Contract-Application. The fees must be fully paid within 5 (five) working days.

Начало формы

3.3. Not later than 17 ***March 2024*** Exhibitor should provide Organizer with the complete information to be included in Book Fair Catalogue (Form 3). The Exhibitor can also send some additional information to be included into the program of Exhibition events (Form 5) and a request for special equipment and services (Form 6). On the basis of applications received the Organizer sends an invoice to the Exhibitor, which must be fully paid within 5 (five) working days.

3.4. In case of delay in submission of payment the Organizer is entitled to cancel the application of the Exhibitor (cancel the agreement unilaterally), informing about it by e-mail. In this case the Exhibitor shall pay to the Organizer all expenses on the basis of a special calculation of the Organizer.

3.5. If 12 hours prior to the opening of the Exhibition the exhibition area ordered by the Exhibitor is not used, it is regarded as free, and the organizers have the right to dispose it at their discretion. In this case, the stand rental fees remain payable (held by the Organizer as a penalty).

3.6. The Organizer has the right to change the layout of the exhibition: the location of the office space, the configuration of passes and connected with these changes insignificant changes of exhibition stands arrangement (without changing the area of the stand and its configuration) without consulting the Exhibitor.

3.7. The act, signed by the Organizer and the Exhibitor confirms execution of the obligations by the Organizer. The Organizer writes it in two (2) copies and submits it as well as an invoice to the Exhibitor during the Exhibition. The Exhibitor is obliged to sign the Act and return one (1) copy of it to the Organizer no later than the last day of the exhibition – ***April 21, 2024.*** If within five (5) working days after the end of the Book Fair the Organizer would not receive a signed copy of the Act or comments in written or electronic form, the Organizer's services are considered as accepted by the Exhibitor. Then the Organizer signs the Act unilaterally with the mark "Objections from the Exhibitor are not received".

3.8. In case of total or partial cancellation of participation or change of stand size, equipment and other services mentioned in the application or failure to pay (Exhibitor’s not arrival) the Organizer shall be entitled to charge the following penalty fees:

 - cancellation 3 months prior to the start of event – 25% of total fee;

 - cancellation 3 – 1.5 months prior to the start of event – 50% of total fee;

 - cancellation less than 1.5 months prior to the start of the event participation fees are collected in full.

3.9. In case the Organizer will change time and/or venue of the Book Fair or cancel it due to force majeure conditions, the Exhibitor shall be informed by e-mail. Then rentals collected shall be refunded to the Exhibitor (if the latter refuses to participate in the event because of these changes or cancellation) after making the necessary deductions for expenses done in the course of preparatory works.The Exhibitor shall not be entitled to claim damages.

**4. Exhibit Space, Equipment and Services**

4.1. Rental of exhibition space at the main exhibition, as well as additional equipment and services is carried out only through the Organizer.

4.2. The Organizer provides in the temporary use of Exhibitors equipped (standard booth) or unequipped exhibition area, and, on the basis of additional applications - furniture, equipment and other special services in compliance with the "Contract-Application" (Form 1). A complete list of additional equipment and services and their prices are on the website http://www.eurasbook.com/ (Form 6).

4.3. Absentee Exhibitors are not provided with the additional equipment and services.

4.4. Exhibitor’s booth location depends on the available space, Exhibitor’s wishes in terms of position as well as the time of receiving Contract-Application and payment timeliness of payment for participation in the Exhibition.

4.5. The rental fees include:

• payment for the use of exhibition space;

• cost of cleaning of the total territory of the exhibition;

• cost of general electric lighting in the exhibition area;

• cost of a standard set of equipment for the stand in accordance with 4.6 of the Terms & conditions;

• cost of general day and night security.

4.6. Equipped exhibition area includes:

• carpet covering;

• wall panels on the perimeter of the stand;

• built-in fascia board (white color);

• 1 spot lamp, connected to the power supply;

• table (70x70);
• chair – 2 items per stand;
• waste basket – 1 item per stand;
• letters (on fascia board) – 10 characters;

• socket (220V) – 1 item;

• 6 bookshelves for every 6 sq. m.

4.7. Exhibitor has no right to transfer (assign, resell) the rented space – fully or partially – to other organizations or exhibitors. If more than one exhibitor (collective exhibition) will be hosted at the booth, it must be approved by the Organizer.

4.8. Installation of furniture, advertising structures and other equipment, as well as the placement of the exhibits are only possible within the confines of the Exhibitor's booth.

4.9. The Exhibitors have the right to allocate and use their own furniture and equipment.

4.10. Exhibitors are prohibited:

• covering wall panels;

• use staplers for fastening materials in the panels;

• drilling panels;

• place or mount any exhibition equipment and constructions
within a standard stand;

 • use flammable materials not treated with flame retardant;

• use spotlights and floodlights placed closer than 0.5 m from flammable structures, wrap electric lamps with paper, cloth or other flammable materials.

4.11. Fitted and furnished booths are not subject to any independent change, complete or partial dismantling made by the Exhibitor. The exhibitor has no right to make changes in design and electrical equipment of the stand. In case of violation of this regulation the Exhibitor shall pay a penalty of 100% of the value of dismantled, modified equipment (constructions), as well as a fine of 5% of the stand rental fees.

4.12. If changes in the stand design or equipment appear during the arrival of the Exhibitor or in the course of Book Fair these changes will be considered as additional equipment order and are paid by the Exhibitor with an additional charge of 100%.

4.13. Rental of empty floor space available if the Exhibitors develop individual

design and install the exhibition stand themselves. In this case, The Exhibitor may use the services either the General Contractor or hire the Exhibitor’s Contractor to carry out the design, construction and installation works. In the latter case, the company – Exhibitor’s Contractor must pass the accreditation of the technical organizer of the exhibition. The list of documents necessary for approval of the project design and Permit for construction works, can be obtained by submitting a request to the email address: info@eurasbook.com/ no later than ***March 1, 2024***. Organization not passed timely the technical procedure of accreditation are not permitted to perform construction and installation works. Terms of accreditation can be found on the website http://fairexpo.kz in the "Documents" section.

**5. Compliance with copyright and related rights**

5.1. In the case of public performances (presentation of works, phonograms, theatrical performances, recitation, singing, dancing in live or by any technical means; display audiovisual images) at the Exhibition Exhibitors independently conclude agreements and performs all payments associated with the use of such intellectual property to their respective owners.

5.2. In case of any claims against the Organizer related to the use at the Exhibition of intellectual property at the Exhibition, the Exhibitor undertakes to settle any claims that may arise with the third parties, as well as compensate the Organizer all the costs associated with these claims or lawsuits, including the amount of compensation, litigation and other costs.

5.3. All social events, including presentations, competitions, lectures, discussions, meetings with authors, movie shows, dissemination of advertising and other information, can be conducted at the exhibition only after prior approval of the Organizer and if they are in compliance with the objectives and content of the exhibition. In this case the Exhibitor shall submit to the Organizer an application for carrying out these activities (Form 5) not later than ***March 17, 2024***.

**6. FORCE MAJEURE**

6.1. The Organizer is not liable to the Exhibitor for the failure to perform or improper holding of the exhibition in connection with the force majeure or their effects: fire, natural disasters and other hazards. In this case, the Organizer has the right to postpone and / or change time or venue, or to notify the Exhibitor that the exhibition will not take place.

6.2. Exhibitor acknowledges that in the event of force majeure the Organizer also bears the losses, and therefore the losses (expenses) are distributed as follows: each

Party shall bear its own losses. Organizer, respectively, will not reimburse the Exhibitor amounts paid by the Exhibitor as fees and charges for various services associated with its participation in the Exhibition shall not be reimbursed if the Organizer spent them for organization and providing services to the Exhibitor prior to the force majeure.

**7. LIABILITY OF THE PARTIES AND DISPUTE RESOLUTION**

7.1. The Organizer shall not be liable for any loss or damage of exhibits or other material assets belonging to the Exhibitor made by a third party, as well as damage caused by third parties to the representatives of the Exhibitor and / or their property.

7.2. The Exhibitor is liable for the safety and integrity of the received from the Organizer property and equipment, as well as property and equipment of other Exhibitors and participants, or third parties. In case of its total destruction the full value shall be reimbursed or in case of damage the reimbursement is equal to the cost of restorative repair.

7.3. In case the Exhibitor damages the equipment and / or property of the Organizer, the General Contractor, or the Congress center, other exhibitors, visitors, third parties during Book Fair or in connection with it, the Exhibitor is obliged to compensate the damage in full within five (5) banking days after the Organizer or a person who was harmed provides invoice or other supporting documents.

7.4. Issues not specified in the Terms & Conditions of Participation and arising in the course of preparation for the exhibition and during the Exhibition shall be resolved by agreement with the Organizer.

7.5. All disputes and claims which cannot be settled by the Organizer and Exhibitor, will be settled in the court belonging to the Organizer's location (the Republic of Kazakhstan, Astana city).

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3.3. В срок не позднее 1 октября 2016 г. Экспонент направляет Организатору информацию для включения в каталог участников Выставки (Форма 3) и план стенда (Форма 4). Кроме того, Экспонент также может направить информацию в программу мероприятий (Форма 5) и заявку на дополнительное оборудование и услуги (Форма 6). На основании полученных заявок Организатор выставляет Экспоненту счёт, который должен быть полностью оплачен в течение 5 (пяти) рабочих дней.3.3. V srok ne pozdneye 1 oktyabrya 2016 g. Eksponent napravlyayet Organizatoru informatsiyu dlya vklyucheniya v katalog uchastnikov Vystavki (Forma 3) i plan stenda (Forma 4). Krome togo, Eksponent takzhe mozhet napravit' informatsiyu v programmu meropriyatiy (Forma 5) i zayavku na dopolnitel'noye oborudovaniye i uslugi (Forma 6). Na osnovanii poluchennykh zayavok Organizator vystavlyayet Eksponentu schot, kotoryy dolzhen byt' polnost'yu oplachen v techeniye 5 (pyati) rabochikh dney.

3.3. В срок не позднее 1 октября 2016 г. Экспонент направляет Организатору информацию для включения в каталог участников Выставки (Форма 3) и план стенда (Форма 4). Кроме того, Экспонент также может направить информацию в программу мероприятий (Форма 5) и заявку на дополнительное оборудование и услуги (Форма 6). На основании полученных заявок Организатор выставляет Экспоненту счёт, который должен быть полностью оплачен в течение 5 (пяти) рабочих дней. – определения

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Похожие слова

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