



**ATYRAU
OIL & GAS**

**9th North Caspian Regional Atyrau Oil,
Gas & Infrastructure Exhibition**

6-8 April 2010

Sport Complex Atyrau
Atyrau, Kazakhstan

EXHIBITOR MANUAL

Dear Exhibitor,

We would like to welcome and thank you for your participation in **Atyrau Oil, Gas & Infrastructure 2010**.

The **Exhibitor Manual** contains important information which will help you in your preparations for the event. Please read it carefully and if you have any questions, please contact us and we will be happy to help.

The **Marketing Forms** will be sent to you in a separate file. Kindly read through all of them and complete the necessary ones. Please return the completed forms by the specified date to ensure that the services required will be provided.

We wish you every success at **Atyrau Oil, Gas & Infrastructure 2010!**

Yours Sincerely,

Atyrau Oil, Gas & Infrastructure 2010 Team

Organised by ITE Group plc



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EXHIBITION TIMETABLE

Build Up Hours

Delivery of Exhibits and Stand Construction of Space Only Stands

Saturday	3 April	09:00 - 20:00 hrs
Sunday	4 April	09:00 - 20:00 hrs

Delivery of Exhibits and Stand Construction of Equipped Stands

Monday	5 April	09:00 - 20:00 hrs	
		18:00 hrs	All goods must be unpacked

All stands and displays must be completed by:

Monday	5 April	18:00 hrs
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Opening Hours

Opening Ceremony

Tuesday	6 April	11:00 hrs
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Exhibition Hours

Tuesday	6 April	10:00 - 18:00 hrs
Wednesday	7 April	10:00 - 18:00 hrs
Thursday	8 April	10:00 - 16:00 hrs

PLEASE NOTE: No exhibits may be removed before the exhibition closes at **16:00** hrs on 8 April 2010.

Dismantling Hours

Removal of portable Exhibits & Displays

Thursday	8 April	16:00 hrs
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General Dismantling of Stands

Thursday	9 April	16:00 - 20:00 hrs
Friday	9 April	09:00 - 20:00 hrs
Saturday	10 April	09:00 - 20:00 hrs

All Exhibits, Stand Fittings etc. to be removed by:

Saturday	10 April	20:00 hrs
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GENERAL INFORMATION

The Venue

The Atyrau Oil, Gas & Infrastructure 2010 Exhibition is taking place at Sport Complex Atyrau.

Sport Complex Atyrau

Smagulov str. 5A

060002, Atyrau

Kazakhstan

Tel.: +98 312 457 6000

Exhibition Visiting Hours

Tuesday	6 April 2010	12:00 hrs – 18:00 hrs
Wednesday	7 April 2010	10:00 hrs – 18:00 hrs
Thursday	8 April 2010	10:00 hrs – 16:00 hrs

Opening Ceremony

Atyrau Oil, Gas & Infrastructure 2010 Exhibition Official Opening will be held on **6th April at 11:00 am** in front of the main entrance of the Sport Complex Atyrau. The Administration of Atyrau City, Administration of Atyrau Oblast, Ministry of Energy and Mineral Resources, Exploration & Production KazMunayGaz will open the exhibition.

Catalogue

Each exhibitor will receive a copy of the Atyrau Oil & Gas 2010 Catalogue. The Catalogue will include information on exhibitors and stand-sharing companies. Exhibitors are entitled to one complimentary entry, which will include the company name, address and contact details plus an 80-word company description. Please refer to **Forms A&A2**.

The main exhibitors are responsible for their stand sharers' entries. Please refer to **Forms A1&A2**.

Please note: Failure to return your forms by the due date may result in your entries being omitted from the catalogue!

Exhibitor Badges

Each exhibitor is entitled to 1 Exhibitor Badge free of charge per 3m² of exhibition space. All pre-registered badges will be available for collection from 10:00 till 18:00 on the 5th April at the registration desk at the entrance hall in the Sport Complex Atyrau. Please make sure that you collect your badges within this time. Additional badges can be pre-ordered at £8 per badge. Please refer to **Form C1**.

Exhibitor Welcome Packs

Exhibitor Welcome Packs will be given to every exhibitor on the first day of the show. The Pack contains the Official Show Catalogue, Programme of events and additional useful information, which will be of benefit to you.

You can collect your Welcome Packs with Exhibitor badges at the registration desk.

Advertising

If you wish to advertise in the Official Show Catalogue, please refer to **Form B**.

Sponsorship

For those companies who wish to enhance their participation at Atyrau Oil, Gas & Infrastructure 2010 even further, ITE's Oil & Gas Division have devised a series of sponsorship opportunities. Please contact us or refer to **Form D**.

Seminars & Presentations

A program of seminars will be run in conjunction with the Exhibition and separate from the Conference Program. The seminar program is an interactive platform for exhibitors to give a more detailed orientation on new technology, products, and services. Seminar information including the seminar schedule and topics will be published in the Programme of events, official website and on-site signage.

The Seminar Room will be located on the 3rd floor. It will comfortably fit 50-60 people. Arrangements can be made for an overhead projector & screen. Please refer to **Form E**.

General information about your stand

'Space only'

If your company is building your own stand, please ensure all drawings and plans for your stand have been forwarded to the Iteca Technical Division to obtain building approval and ensure your stand meets the current compliance standards and council regulations. Please refer to the technical manual for more information.

Please note: The removal and packing of exhibits, and the dismantling of stands are not allowed before the close of the exhibition.

'Equipped stand'

The equipment of your stand includes rear & side walls, grey carpet, fascia panel with company name & stand number (up to 15 characters), one table, two chairs, waste basket, 2kW electricity supply, 220V plug socket, 1 spot light per every 4 m².

The keys for any doors and/or locks for cupboards and showcases can be collected against a returnable deposit from Organiser's office onsite.

Please remember: wall panels and other equipment on your stand must not be damaged, so ensure that you use only removable adhesive tape, twin-sticks or hooks and chains. If damage occurs due to inappropriate fixings or decoration, your company will be liable for the cost of replacing damaged equipment.

Freight & Shipping Services

IMPORTANT: Do not send your cargo via courier mail!!!

BTG Expo GmbH is the Official Customs Clearance Contractor and Freight Forwarder for the Atyrau Oil & Gas 2010 Exhibition. Please contact the BTG Expo GmbH main office or its partner in Kazakhstan, EI-Kaz LLP, with any questions regarding freight to Almaty:

BTG Expo GmbH
Carl-Benz-Straße 21
D-60386 Frankfurt/Main
Tel.: +49 69 408987 102 / Fax: +49 69 408987 222

Email: eric.awater@btg.de

EI-Kaz LLP
42 Timiryazev Street
Pavilion 22, Office 9
Tel. / Fax: +7 727 2504 742

Email: EI-Kaz@ducatmail.kz

For the list of BTG offices in various countries please refer to the Technical Manual.

Please note: All items sent to Kazakhstan require customs clearance which is not provided by courier companies. We therefore insist that you send your goods using our appointed freight forwarder BTG Expo GmbH.

Stand Cleaning Services

The organisers will arrange the general cleaning of the aisles every morning before the opening. However if you require daily stand cleaning, you can order it from the Technical Manual.

Security

General security of the pavilions – not for individual stands, will be provided from 18:00 till 9:00. We strongly recommend that exhibitors have a representative of their company at their stand between 09:00 and 18:00 hrs. Please note the Organisers are not responsible for any loss or damage which may occur and it is the exhibitor's responsibility for the security of their stand, its exhibits and contents.

Fax & Photocopying facilities

Telephone, Fax, Photocopying and Internet facilities will available in the business centre located near the entrance hall of the Sport Complex Atyrau.

Travel and Accommodation

ITE has appointed CTMS as the Official Travel Agent.

CTMS

Garden Studios

11-15 Betterton Street

London WC2H 9BP

Tel: +44 (0) 207 866 8107 / Fax: +44 (0) 207 117 4526

Email: exhibitor@ctmslondon.co.uk

Website: www.ctms-exhibitions.com

EXCEL FORMS CHECKLIST

These forms are required to obtain the correct profile listing details, badges and other necessary information. All forms are in one excel file titled "Marketing Forms". This document contains forms A-E & Pro-forma Invoice Form Z. Each form has a brief explanation on what is required.

All the Atyrau oil & Gas 2010 exhibitors need to fill all compulsory forms for the main exhibitor and any stand sharing companies.

COMPULSORY FORMS

Main Exhibitor Catalogue Details	Form A
Sub-Exhibitor / Stand Sharer(s) Catalogue Details	Form A1
Product Index	Form A2
Exhibitor Badges / Gala Reception Tickets	Form C1

OPTIONAL FORMS

Advertising	Form B
Complimentary Visitor Tickets	Form C
Sponsorship Menu	Form D
Private Seminars & Room Bookings	Form E
Pro-Forma Invoice	Form Z

PLEASE NOTE: Most of the forms need to be returned by the **20th of February 2010**. Please make sure that you send these forms by e-mail rather than by fax. If you have any questions about completing the forms, please contact: Antanina Severdiajeva, as@ite-exhibitions.com.

CONFERENCE

6th – 7th April 2010

Renaissance Atyrau Hotel

15 B, Satpaeva Street, Mosque District
Atyrau, 060011 Kazakhstan
Tel.: +7 7122 909 600
Fax: +7 7122 909 606

The OilTech Atyrau 2010 Conference will provide a unique forum for a balanced and independent discussion and an in-depth analysis of the current oil & gas market trends in the Kazakhstan region. This Conference is designed specifically for senior managers involved in the practical, scientific, technical and operational aspects of the industry.

For any enquiries please contact ITE Oil & Gas Division.

For Conference Sponsorship and Delegate Bookings

Irina Danilova	Project Manager	+44 207 596 5082
	E-mail: irina.danilova@ite-exhibitions.com	

For Conference Programme

Veronica Zhuvaghena	Conference Programmer	+44 207 596 5269
	E-mail: veronica.zhuvaghena@ite-exhibitions.com	

PLEASE NOTE: Only registered delegates will have access to the Conference.