

**INTERNATIONAL EXHIBITION
OF NON-FOOD PRODUCTS**
for retail chains and marketplaces



EXHIBITOR'S GUIDE

November 26–28, 2025

EC Atakent | Almaty

Kazakhstan

pavilion 11

mayer expo asia

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THE VENUE:

Exhibition Centre Atakent

The Republic of Kazakhstan, 050057 Almaty city, Timiryazev Str., 42, Exhibition **pavilion 11**

By municipal transport:

Stop KBCC Atakent (Timiryazev st.)

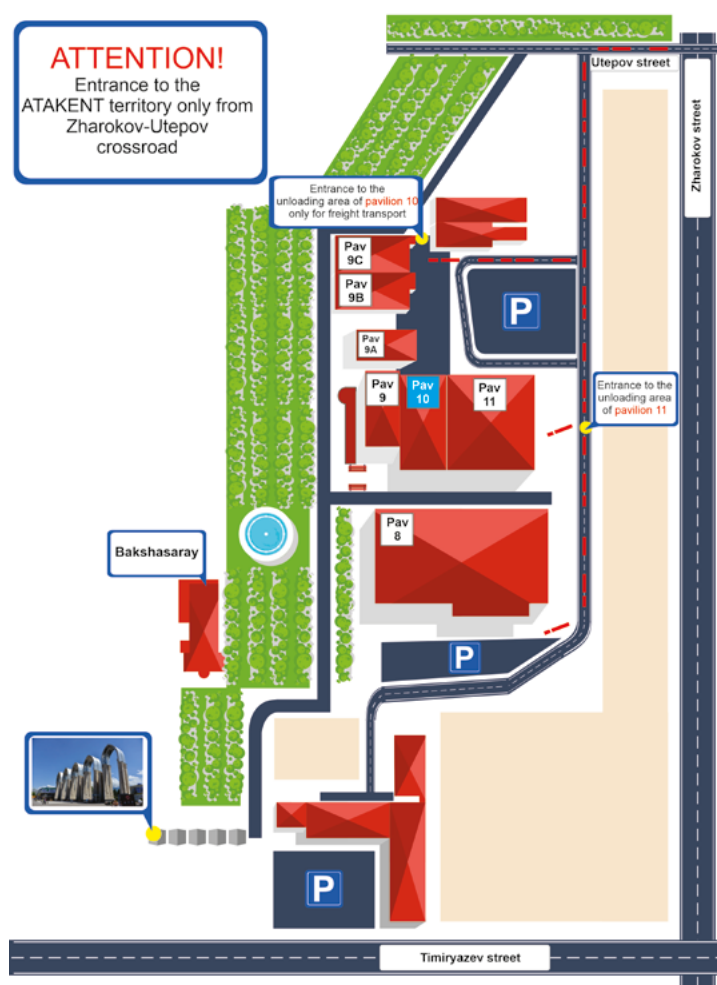
Bus: 32, 45, 70, 124, 205, 18

Trolleybus: 11, 9, 7

By motor transport:

Intersection of Timiryazev and Auezov streets

Entrance to the parking lot from the side of Utepov street (corner of Utepov-Zharokov streets)



General contracting company:

«Atakent-Expo» LLP

Timiryazev Str., 42, Block C, 6 floor,

Business-centre «World Trade Center Almaty»

Tel: +7 (727) 275-09-11

info@atakentexpo.kz

Official forwarding companys:

«Elkaz» Expologistik Kazakhstan» LLP

050057, The Republic of Kazakhstan, r. Almaty

city, Timiryazev Str., 42, pavilion 22, office 10.

Tel.: +7 (727) 250-27-15, 250-74-24, 250-47-42

www.el-kaz.kz, email: info@el-kaz.kz

Contact person:

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Aleksandrovich

Mob.: +7 (701) 710 13 06

REGISTRATION FOR THE PARTICIPATION IN THE EXHIBITION

To register the participation in the exhibition, the Exhibitor must send an application to «Mayer Expo Asia» LLP (hereinafter referred to as «the Organizer»). The application form is provided by the Exhibition Organizer. The Application shall be submitted in one copy in electronic form and signed by an authorized representative of the Exhibitor.

On the basis of the application, the Exhibition Organizer shall draw up the Contract and submit it to the Exhibitor for signing.

It is allowed to conclude the Contract by exchanging e-mails with the further obligatory exchange of originals of the specified documents.

The integral part of the Contract is this Exhibitor's Guide with all enclosures, changes and additions and GENERAL CONDITIONS OF THE PARTICIPATION IN ALL EXHIBITIONS HELD AT THE CENTRAL EXHIBITION COMPLEX «ATAKENT», General conditions of General contracting company «Atakent-Expo» LLP, which the Exhibitor is obliged to read and to understand the document following this link:

[Appendix 1. Fire safety rules \(page 12\)](#)

[Appendix 2. Performance requirements installation works \(page 13\)](#)

[Appendix 3. Performance requirements electrical works \(page 15\)](#)

[Appendix 4. Rules for working in pavilions during the exhibition installation period \(page 16\)](#)

and to meet them.

Upon the separate application of the Exhibitor submitted within the terms specified in the Contract, prior to the build-up of the exhibition, it is possible to get additional services (for example, provision additional equipment, electrical energy connection, exhibition stand cleaning, etc.). The payment for additional services shall be made against the invoice issued by the Exhibition Organizer within terms specified herein.

The payment for services, including additional services, must be received in full by transfer of money to the account of the Exhibition Organizer no later than October 24, 2025. If this were not the case, neither the Exhibitor nor its developer will be allowed to enter the exhibition site.

TECHNICAL CHARACTERISTICS OF EXHIBITION HALL

Maximum safe floor load 800 kg/m²

Maximum Height of a stand Up to 5 m

Maximum weight of mounting..... 400kg

TERMS. INSTALLATION-EXHIBITION-DEINSTALLATION

The Exhibitor is obliged to ensure the presence of its authorized representative at the working site.

| | | |
|--------------------------|-------------------------------|---|
| November 21 FRIDAY | from 09:00 a.m. to 01:00 p.m. | Layout marking |
| | from 01:00 p.m. to 08:00 p.m. | Installation of exhibition stands |
| November 22 SATURDAY | from 09:00 a.m. to 08:00 p.m. | Installation of exhibition stands |
| November 23 SUNDAY | from 09:00 a.m. to 08:00 p.m. | Installation of exhibition stands |
| November 24 MONDAY | from 09:00 a.m. to 08:00 p.m. | Installation of exhibition stands |
| November 25 TUESDAY | from 09:00 a.m. to 06:00 p.m. | Installation of exhibition stands* |
| | from 09:00 a.m. to 08:00 p.m. | Arrival of exhibitors, decoration of exhibition stands |
| November 26 WEDNESDAY | from 09:00 a.m. to 07:00 p.m. | Exhibition pavilion opening hours ¹ |
| | from 10:00 a.m. to 06:00 a.m. | Exhibition opening hours for visitors |
| November 27 THURSDAY | from 09:00 a.m. to 07:00 p.m. | Exhibition pavilion opening hours ¹ |
| | from 10:00 a.m. to 06:00 p.m. | Exhibition opening hours for visitors |
| November 28 FRIDAY | from 09:00 a.m. to 07:00 p.m. | Exhibition pavilion opening hours ¹ |
| | from 10:00 a.m. to 04:00 p.m. | Exhibition opening hours for visitors |
| | from 04:00 p.m. to 08:00 p.m. | Moving-out of exhibited objects. Build-out ² |
| November 29 SATURDAY | from 09:00 a.m. to 06:00 p.m. | Deinstallation of exhibition stands |
| | from 06:00 p.m. to 08:00 p.m. | The exhibition pavilion shall vacated |

* The performance of construction work, finishing work and taking out the garbage to areaways on November 25, 2025 after 06:00 p.m. and on November 26, 2025 (in the morning) are not permitted.

¹ It is forbidden to perform installation works, so installation passes are invalid. The Exhibition Organizer does not bear responsibility for the safety of exhibited objects displayed at exhibition stands.

² The Exhibitor is obliged to vacate the exhibition stand from exhibited objects and the equipment belonging to him by the time of commencement of works for the build-out of the exhibition.

If the display area/the exhibition stand is not occupied by the Exhibitor on November 25, 2025 at 08:00 p.m., the Contract for the participation in the exhibition is considered to be terminated unilaterally at the initiative of the Exhibitor (according to the clause 5.1.4.) with the compensation paid to the Exhibition Organizer (according to the article 273 of the Civil Code of the Republic of Kazakhstan) in the amount of 100% of the price of the Agreement and a penalty of 10%. The Exhibition Organizer has the right to make the deduction from amounts received from the Exhibitor. Losses are not reimbursed to the Exhibitor.

The Exhibitor is obliged to obtain the original Contracts/deeds from the Directorate, sign and return them to your Supervisor during the period of the exhibition (from November 26, 2025 to November 28, 2025).

To sign all or any financial and economic documents, the Exhibitor must have the Power of Attorney, the form of which will be sent by the Supervisor to the Exhibitor in electronic format. The original Power of Attorney remains to be kept by the Organizer.

ACCESS TO THE EXHIBITION AREA: EXHIBITION BADGES

Exhibition badges shall be issued to the Exhibitor by the Exhibition Organized only in the absence of arrears in payment of the cost of services/works under the Contract.

Exhibition badges are identification badges, shall be prepared in paper format with an indication of the company name of the Exhibitor and the full name of the person who represents the Exhibitor at the exhibition.

Exhibition badge is a permission to the Exhibition centre area during all days of the exhibition including installation/deinstallation period.

!!! Please note that badges will be available on the day of arrival on 25 November 2025 from 9:00 at the Organiser's office in pavilion 11.

!!! Please note the possibility to receive badges in our office after 14 November 2025 from Monday to Friday 10.00-16.00 at the address: Almaty, Mynbayeva str., 151, BC 'VERUM', 5th floor, office 71.

To obtain exhibition badges, it is necessary to fill in the appropriate form of a document in MS-Excel format in advance which will be sent by the Exhibition Organizer to the Exhibitor by e-mail. The form of a document must be completed and sent in electronic format to your Supervisor by October 31, 2025.

BUSINESS TRIP CERTIFICATES

You can register the business trip certificate during the exhibition at the Desk of the Exhibition Organizer located in the exhibition pavilion.

PROCEDURE OF MOVING-IN AND MOVING-OUT OF THE EQUIPMENT AND EXHIBITED OBJECTS

MOVING-IN of exhibited objects to the territory of EC Atakent will be performed from Zharokova Street. Entrance of vehicles through the main entrance from Auezova Street is strictly prohibited.

For all questions related to the delivery of exhibits to the exhibition, you can contact to the official carrier LLP «Elkaz» Expologistik Kazakhstan».

The Exhibition Organizer does not provide transport and customs services, is not the recipient of the cargo sent by the Participant to the exhibition as exhibits and is not responsible for it.

Import/export of equipment and exhibits during the exhibition is prohibited.

INVOLVEMENT OF THIRD-PARTY DEVELOPING COMPANIES/ CONTRACTING COMPANIES

Third party developer - a legal or natural person who is not a participant in the exhibition, performing the installation of a non-standard exhibition exposition on the territory of the IEC «Atakent-Expo», this organization is obliged to go through the accreditation procedure with the IEC «Atakent-Expo». The accreditation procedure is paid. Conditions for the procedure accreditations are posted on the website <https://www.akr.kz/>

[Appendix 2. Performance requirements installation works \(page 13\)](#)

[Appendix 3. Performance requirements electrical works \(page 15\)](#)

The stand height should not exceed 2.5 m, except for cases agreed in advance with the Organizers and the Atakent-Expo IEC. No part of the booth structure (including flags, banners, etc.) should extend beyond the limits of the exhibition area occupied by the Exhibitor. It is not allowed to place inscriptions, company logos on the back of panels located on / near the border of the stand, directed towards the neighbors. In case of violation of these conditions, the Exhibition Organizer reserves the right to suspend the installation/

installation of the stand. External surfaces of the structure, visible from the side of the passages between the stands and from the side neighbors of the Exhibitor must be properly decorated (only white color is allowed).

All exhibition stands must be completely installed on November 25, 2025 no later than 08:00 p.m. If the Exhibitor needs additional installation hours, please contact the office of the Exhibition Organizer (it is the fee-based service). The deadline for filing the application for the installation extension is until 12.00 on the day on which additional working hours are expected.

Important information:

Exhibition stand builders receive passes for their specialists on their own at the Atakent EC.

ATTENTION! The Exhibition Organizer has the right to demand the termination of work by any person, if there are reasons to believe that the work is performed in violation of regulations, requirements and instructions. The Exhibition Organizer has the right to require such persons to leave the exposition areas. The Exhibition Organizer does not bear responsibility and does not indemnify the Exhibitor for losses incurred as a result of the improper fulfillment of obligations of independent developing companies/contracting companies.

Contacts of developers of Exclusive Exhibition Stands

Company «Expo-Niki»

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prime-expo@mail.ru

<http://www.prime-expo.kz/>

COMPLETE SET FOR THE STANDARD EXHIBITION STAND

IT IS FORBIDDEN to do the following at exhibition stands:

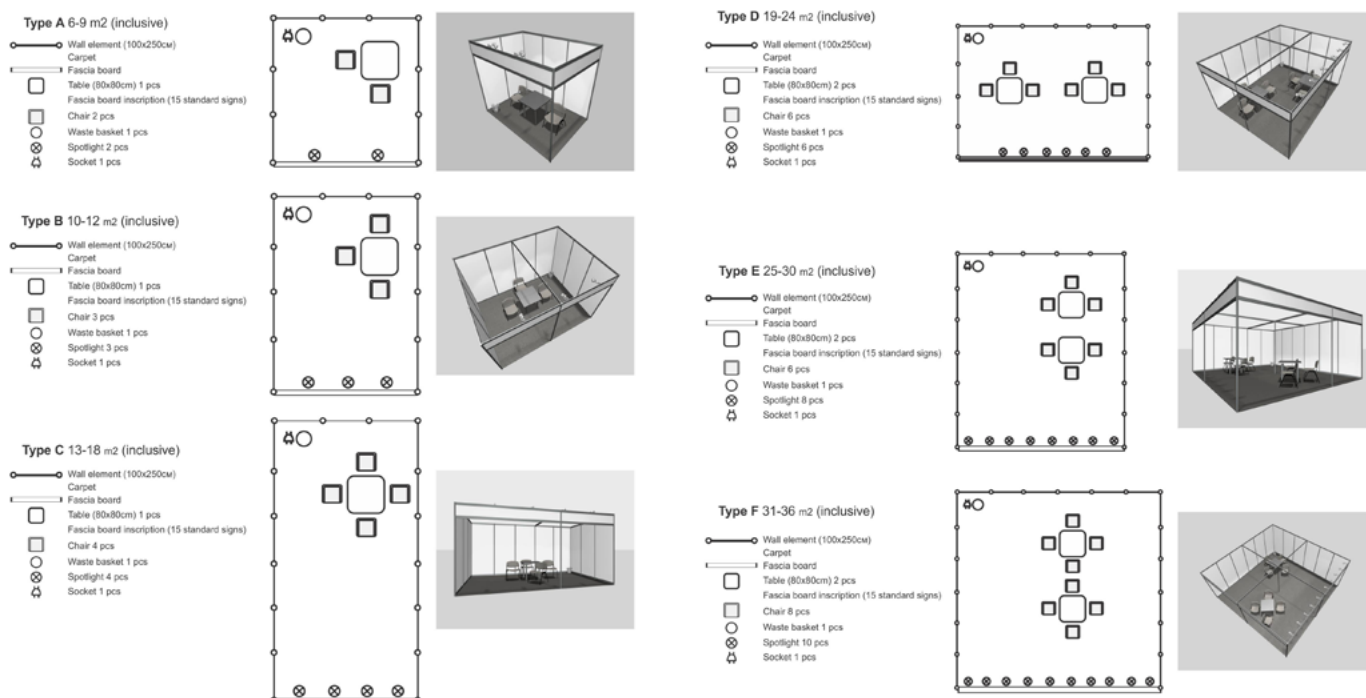
- to make any independent changes and/or complete or partial assembly/dismantling works;
- to use chairs and other furniture as stepladders;
- to make independent modifications of the electrical equipment of the exhibition stand, including any electrical work not agreed with the Master Developer (including the installation of the additional lighting equipment, extension cords and power filters);
- to mount exhibited objects and design elements to the electrical equipment, lamps and other equipment of the exhibition stand;
- to carry out independent pasting of panels, fastening and decoration of panels using adhesive tape and other adhesive materials;
- to use staplers for fixing materials on panels;
- to drill structures;
- to perform the placement or the installation any exhibition equipment and structures, pieces/units of furniture, showcases, advertising banners and any other elements within the exhibition stand which are not belong to completing units of the standard exhibition stand and are not exhibited objects;
- to move in and to move out the equipment transferred for its temporary use.

Presentation and audiovisual equipment is allowed for use by the Exhibitors only after being checked by the specialists of the Technical Support Department of the Exhibition Events of the Atakent-Expo International Exhibition Complex. info@atakentexpo.kz

Abuov Kambar, mob.: +7 707 659 30 97

The Exhibitor bears responsibility for violations of these requirements.

Types of standard exhibition stands and list of equipments included to the standard stands



Stands more than 36 m² equipped with:
for every 4 m² - 1 spotlight;
for every 12 m² - 1 table;
for every 12 m² - 3 chairs;
carpet, waste basket, socket, fascia board inscription (15 standard sign) are provided free of charge.

CONTAINERS, PACKAGE

Packing-boxes, carton boxes, pallets and packing materials should not be placed at the exhibition stand, because their storage is not allowed by fire safety regulations. The Exhibitor is obliged to independently take them out of the display area on November 09, 2023, but no later than 10:00 a.m.

Please agree the procedure for the performance of unloading and reloading operations, moving-out the equipment and the disposition of garbage from the exhibition pavilions with the developer and the transport agent in advance.

EQUIPPED DISPLAY AREA

The equipped display area is represented by typical projects of standard exhibition stands made from the exhibition-build system. The height of walls is 2500 cm. Complete units of standard exhibition stands depend only on their area.

ADDITIONAL SERVICES

When the Exhibitor submits an application for the provision of additional services/equipment, no stipulated by the contract, after:

- On November 10, 2025, a surcharge of 50% of the cost is applied to the order.
- On November 17, 2025, a surcharge of 100% of the cost is applied to the order.

FIRE SAFETY

All persons, including, but not limited to, the Exhibitors, construction companies/contractors, event participants located on the territory of the Atakent-Expo IEC, are obliged to comply with and be responsible for compliance with:

Appendix 1. Fire safety rules (page 12)

The Exhibitor shall be liable for violations of these requirements.

NOISE LEVEL

During show programs and audio/video presentations at the booth, the noise level must not exceed 75 dB. In case of complaints from other exhibitors, the Organizers have the right to turn off the noise source or, if this is not possible, the power supply at the Exhibitor's stand.

ADVERTISING

Advertising on the exhibition stand is allowed for goods and services corresponding to the theme of the exhibition, produced or sold by the Exhibitor himself. Placement of any advertising media outside the exhibition stand is allowed only upon receipt of the relevant permission from the Organizer. The Exhibitor can check with his Curator about the possibilities of placing advertising media. The Exhibitor shall be liable for violations of these requirements.

EXHIBITION STAND CLEANING SERVICES

Any work on cleaning floor coverings in the Exhibition Center is carried out exclusively by the Administrative and Economic Department of Atakent EC. During the installation/dismantling of the exhibition, developer companies/contractors are obliged to remove the accumulated garbage in bags and store it at the stand..

IT IS PROHIBITED TO DISCHARGE GARBAGE IN AISLES. The collected rubbish will be removed once a day by the Exhibition Centre cleaners. Every day (from 26 - 28 November 2025), until 10 a.m., the aisles between the stands will be cleaned and rubbish will be removed.

Exhibitors are obliged to collect rubbish in plastic bags and leave it at the stand. Individual cleaning of the stand during the exhibition is ordered and paid by the Exhibitor independently. Contact person: Duisenbaev Bakytzhan, mob.: +7 777 046 24 24

SAFETY AND SECURITY

The Exhibition Center provides general security of the exhibition halls during the installation/dismantling and the period of the exhibition. The exhibition hall is closed and transferred under protection no later than 20:00 is removed from protection at 9:00.

Neither the Organizer nor the exhibition center will be liable for any loss or damage to stands, exhibits, goods or personal belongings. The Exhibitor is solely responsible for the safety of its goods and exhibits at the stand.

Individual protection of the booth during the exhibition is ordered and paid by the Exhibitor independently. Contact the Organizer nfa@mayer.kz www.non-food.asia

List of nearby hotels to the Atakent-Expo IEC

The Exhibitor independently books a hotel room.

- | | |
|---|--|
| 1. Best Western Plus Atakent Park Hotel (4*) https://aphotel.kz/ 0.0 km to Atakent-Expo International Exhibition Complex | 6. Grand Voyage Hotel (4*) http://www.grandvoyage-hotel.kz/ 3.1 km to Atakent-Expo International Exhibition Complex |
| 2. Rakhat Palace Hotel (5*) https://rahatpalace.com/ km to Atakent-Expo International Exhibition Complex | 7. Rixos Almaty Hotel (5*) https://www.rixos.com/ru/hotel-resort/rixos-almaty 3.6 km to Atakent-Expo International Exhibition Complex |
| 3. The Ritz-Carlton (5*) https://www.ritzcarlton.com/ 2.0 km to Atakent-Expo International Exhibition Complex | 8. Garden Park Inn Hotel (4*) https://gardenparkinn.kz/ 4.5 km to Atakent-Expo International Exhibition Complex |
| 4. Holiday Inn Almaty (4*) https://holidayalmaty.com/ 3.0 km to Atakent-Expo International Exhibition Complex | 9. Grand Tien Shan Hotel (4*) https://ts-hotels.kz/ 4.8 km to Atakent-Expo International Exhibition Complex |
| 5. InterContinental Almaty (5*) https://intercontinental-almaty.almaty-hotel.com/ 3.1 km to Atakent-Expo International Exhibition Complex | 10. Astana International Hotel (3*) http://astanainterhotel.com/ 5.0 km to Atakent-Expo International Exhibition Complex |

Appendix № 1. FIRE SAFETY RULES

1. Executor provides pavilions in proper condition for the exhibition, guarantees basic fire safety conditions, taking into account building codes and regulations.
2. The "Customer" is obliged to agree with the "Contractor" on the layout of the stands before the sale of exhibition space begins.
3. The "Customer" is responsible for fire safety and compliance with fire prevention measures during the installation, operation and dismantling of the exhibition.
4. Control over the implementation of these rules is carried out by the "Contractor" and local fire protection agencies.
5. The plan of a stand that is being built up independently must be submitted to the technical department of the Contractor for consideration no later than the established deadlines for the start of installation.
6. Exhibition participants, at the request of the Exhibition Center's fire department or the "Contractor", are required to provide relevant documentation (describing their degree of combustibility) for all construction and finishing materials used in the construction of the stand.
7. Fixed stand structures can be made of ordinary building materials (with the usual flammability class). For exterior and interior decoration, fireproof and hard-to-burn materials must be used.
8. Carpet should be firmly attached to the floor around the perimeter and at the joints. It must be made of a highly flammable material (do not catch fire from a burning match or cigarette).
9. It is forbidden to install any structures on the evacuation routes and traffic of visitors (in the established corridors). It is also necessary to keep access to fire and electrical panels (located near or behind the stand) free. It is forbidden to clutter up technological or fire passages, as well as store materials and containers in them. It is forbidden to place or store materials, clothing, shoes, and other personal items outside the exhibition stand installation area. For storage of materials and containers, please contact the company "ELKaz" Expologistik Expologistik Kazakhstan <https://el-kaz.kz/>, the company's service is paid.
10. Storage of flammable and combustible materials and installation of vessels with combustible gases are prohibited at exhibition stands.
11. When laying electrical networks openly (if there is no risk of mechanical damage), it is allowed to use cables with a fireproof or difficult-to-burn outer shell. All connections and branches of wires and cables must be made by welding, soldering, pressing or special clamps. At the junctions and branches, the wires and cables must be securely insulated.
12. Electric lights used for Class B 2 fire rooms should be used to illuminate the stands². The use of diffusers made of polystyrene and other flammable materials in luminaires is prohibited. The distance from luminaires to non-combustible and hard-to-burn surfaces should be at least 40 cm..
13. Electric heating appliances (electric kettles, microwave ovens, irons, toasters, coffee makers, etc.) can only be used with a fire-resistant stand (metal, ceramic, fire-resistant glass stand, etc.)
14. Installation and demonstration of exhibits and processes related to the possibility of fire (welding and soldering operations, other types of work related to open fire, flammable solvents, etc.) are subject to approval by the local fire protection service.
15. Smoking is prohibited in the exhibition halls!
16. Aisles between stands should be at least 3 meters wide and not more than 4 meters wide.
17. If the design of the exhibition does not comply with these rules, the "Contractor" has the right to demand that the exhibition participant dismantle the exhibition.
18. Boxes, boxes, pallets, packaging materials, building materials, ladders, ladders should not be located behind the stand, in the technical aisle, on the escape routes, in front of electrical panels, or on the paths to the fire crane.
19. Every day, after the end of the working day, the stands should be cleaned of incinerated garbage and materials. All electrical appliances must be de-energized, with the exception of refrigerators and equipment involved in the continuous technological process. Garbage must necessarily be placed in garbage bags and taken out to the garbage collector in a packed form, with the exception of the largest parts and components. Removal of large-sized garbage with a volume of more than 0.5 cubic meters from the territory of the Atakent Shopping Center is carried out by the developer. The waste bin is located on the south side of Pavilion 10 A.
20. All participants of the exhibition, as well as developers, must know and comply with fire safety measures. For violation of fire safety rules, exhibition participants and stand developers are subject to penalties in accordance with the established procedure in accordance with the legislation of the Republic of Kazakhstan.

Appendix № 2. PERFORMANCE REQUIREMENTS INSTALLATION WORKS

1. Only organizations that have permits for the right to carry out these types of activities are invited to perform installation work at the stands of exhibition exhibitors. Organizations performing high-altitude work must have a valid certificate of industrial climbers, as well as other documents, in accordance with the rules of industrial safety.
2. The design of the stand should be easy to install and as ready for assembly as possible. It is forbidden to attach anything to the supporting structures of the pavilion. It is forbidden to apply paint, varnish, glue or other hard-to-remove coating on the floors, walls and columns of exhibition pavilions. It is forbidden to lean any building structures and materials against the walls, columns, windows and doorways of the exhibition hall. It is forbidden to stick and place information signs on the walls, windows, columns, on the floor of the exhibition hall, on fire cabinets and other elements of the interior of the hall, to damage the floor covering in pavilions, asphalt concrete and paving stones of open areas of the ATAKENT IEC. All stands and temporary structures, including suspended ones, must be installed within the boundaries of the area reserved for the exhibitor. Developers are not allowed to perform sawing, planing and other carpentry works related to the production of parts of the exhibition stand structure, as well as paint and varnish works related to the complete painting of the structure of the mounted exhibition stand.
3. Delivery of large-sized and heavy-weight exhibits (starting from 500 kg) to the pavilions must be agreed with the Contractor.
4. It is forbidden to hang anything (flags, banners, suspensions) from the ceiling structures of the pavilion without the permission of the "Performer".
5. Welding operations, cutting and grinding of metals and wood are prohibited in the exhibition halls. It is forbidden to punch or drill holes in the walls and floors of the pavilion. If you plan to carry out painting, whitewashing, etc. on the stand (with the release of dust), it is necessary to isolate the stand with a construction net or other protective material that prevents dust from entering neighboring stands.
6. When carrying out installation work in the pavilions, developers of exhibition stands must have their own tools, materials and auxiliary technical equipment, such as stairs, rohlya, etc. Also, all employees of developers must be in special clothing with the company logo and in protective helmets. It is forbidden to use the stands of other developers and furniture and equipment imported by the exhibition participants for construction and installation work, recreation and eating. It is forbidden to move exhibition furniture and equipment outside the installation area of the exhibition stand. During the installation and dismantling of the stand, the responsible person of the developer must be located near the stand.
7. After dismantling, the exhibition area must be left clean. It is forbidden to dismantle by collapsing.
8. It is forbidden to exceed the recommended SanPiN 03.01.97 noise level for closed public spaces, equal to 74 Db.
9. All work on the installation and assembly of exhibition stands, unpacking of containers and elements must be carried out within the area rented by the participant (organizer, organizer of the collective exhibition), the aisles between the exhibition stands must be free of containers, packaging, building materials, structures, equipment and exhibits.
10. Containers released from cargo (crates, pallets, pallets, etc.) must be immediately removed from the pavilions outside the territory of the Atakent International Exhibition Center or to a temporary storage warehouse with appropriate payment for storage costs.
11. It is forbidden to use transparent and rubberized (black, white) tape to attach carpet and other coverings to the floor and other structures. It is allowed to use only reinforced adhesive tape (reinforced tape).
12. It is forbidden to use trolleys and crates with metal or plastic (polyamide) wheels for moving goods, exhibits, exhibition equipment, etc. For this purpose, it is necessary to use trolleys with rubber or polyurethane wheels.
13. It is forbidden to apply paint, varnish, glue or other hard-to-remove coating on the floors, walls and columns of exhibition pavilions.
14. It is forbidden to run over or drive through the olan carpet laid on the floor when transporting goods to the exhibition stands.
15. It is forbidden to cause damage to the flooring in pavilions, asphalt and paving stones in open areas.
16. It is forbidden to dismantle stands by overturning stand structures on the floor and dropping individual stand elements to the floor from a height.
17. Upon completion of the exhibition and dismantling of the stand, developers are required to remove all types of materials used for fixing the carpet to the floor. After dismantling, the exhibition area must be left clean.
18. Fastening of building structures and design elements to the load-bearing structures of exhibition pavilions should be carried out by specialists in high-rise works. When carrying out installation work at a height of more than 5 m from the floor level, the safety requirements set out in the "Standard Instructions for Labor Protection for employees performing mountain climbing operations of the Republic of Kazakhstan" must be met.
19. It is strictly forbidden for underage children to be present in the pavilions during assembly and dismantling days.

20. Installation of the suspended structure must be carried out in the presence of a representative of the pavilion maintenance company. The maximum weight of the suspended structure should not exceed 400 kg. It is forbidden to attach elements or parts of the stand weighing more than 400 kg to the safety point.
21. The total load on the suspension or belay point should not exceed 50 kg.
22. AtakentАтакеңт-Expo International Exhibition Complex LLP has the right to refuse to install a suspended structure or an insurance point in case of lack of technical capability of the pavilion.
23. The distance between two suspended structures or safety points must be at least 1 knot.
24. Exhibits weighing more than 40 kg are subject to approval by the technical department of AtakentАтакеңт-Expo International Exhibition Complex LLP.
25. The exhibition structure is designed for a certain mass of the exhibit::

| | |
|-------------------------------------|--------------------------|
| Wall Element | 5 kg per 1 linear meter |
| Console shelf | 3 kg per 1 shelf |
| Shelf Showcase | shelf 3 kg per 1 shelf |
| 10 kg per 1 square meter | 10 kg per 1 square meter |
| Table (80x80 cm), table (70x120 cm) | 30 kg per 1 table |
| Table stand | 10 kg per 1 element |

26. Loading and unloading operations related to the use of a forklift and / or crane are performed only by specialists and means of the accredited organization "ELKaz" ExpologistikExpologistik Kazakhstan <https://el-kaz.kz/>, the company's service is paid.
27. Free presence of vehicles in the loading/unloading area is strictly regulated:
 - cargo (allowed maximum weight up to 3.5 tons) – 30 minutes;
 - cargo (allowed maximum weight over 3.5 tons) – 2 hours.

Each subsequent hour spent in the loading/unloading area is charged at the following rates:

 - cargo (allowed maximum weight up to 3.5 tons) – 5000 tg./h including VAT;
 - cargo (allowed maximum weight over 3.5 tons) – 10,000 tenge/hour, including VAT.

Each part-time employee is paid as a full-time employee.
28. Control over the implementation of these rules is carried out by the "Contractor".

Appendix № 3. PERFORMANCE REQUIREMENTS ELECTRICAL WORKS

1. Persons who meet the requirements for electrical personnel and have the appropriate qualification in electrical safety (not lower than the third group) are allowed to carry out electrical installation and operational maintenance of electrical equipment at the stands of exhibition exhibitors.
2. All electrical installation works must be performed in compliance with the current Rules for the operation of Electrical installations of Consumers, Safety Regulations, Fire Safety Rules and Building Codes. At the same time, it is necessary to meet special requirements due to the specifics of exhibition events.
3. The Customer is obliged to transmit all information about the exhibition's electrical loading to the Contractor 20 (twenty) days before the start of installation of the exhibition standsэлектронагрузки. Order the Contractor to connect electricity to their exhibits in the amount of 3 kW for every 10 sq. m. of the stand. If the amount of electricity is insufficient, it is necessary to agree in advance with the Contractor about the additional connection of electricity.
4. Do not include two or more machines or high-power electrical equipment on the same stand at the same time.
5. Agree in advance with the Contractor on the need to connect your equipment with a ground connection.
6. If the Customer provides false information on the required electrical load at its stand, the Customer pays the Contractor a fine of 100 MCI (monthly calculation index) for each case of violation.
7. Electrical installation works are carried out in accordance with the individual plan-scheme of the exhibition stand presented by the exhibitor, which should indicate the locations of connection points to power sources, locations of electric power equipment and lighting, as well as the maximum load capacities for each unit.
8. From the moment of admission of personnel to installation work, in order to prevent violations, supervision of them is carried out by the Contractor's technical staff.
9. All electrical work on current-carrying areas should be performed only when the voltage is removed.
10. In open areas and in places where people pass through, it is necessary to cover the cable with special ladders.
11. It is forbidden to lay unprotected electrical wiring and install lighting fittings on combustible structures.
12. All connections and branches of wires and cables should be made only with special clamps and connectors. It is forbidden to connect current collectors to the power grid by directly connecting the wires.
13. Each stand must be equipped with an electrical panel with protection devices corresponding to the design loads, separately for the lighting network, technological equipment, as well as equipment that needs round-the-clock power.
14. All electrical appliances must be connected to UPS (Uninterruptible Power Supply). The Contractor is not responsible for failure of the electrical equipment of the Customer/participants in case of power outage or voltage drops caused by the fault of city services.
15. Free access must be provided to the electrical distribution input devices.
16. Electric lights used for Class B 2 fire-hazardous areas should be used to illuminate the stands2.
17. Upon completion of electrical installation works, the Contractor's representative checks the quality of their performance and connects them to power supply sources.
18. Voltage removal from the input device at the end of the exhibition is performed by the Contractor's electrical personnel at the request of the exhibitor's representative or the person responsible for dismantling the electrical equipment.
19. All connecting electrical wires must be double insulated.
20. Dismantling of electrical equipment and corresponding disconnections at the stand is performed by the personnel who performed the installation.

Table No. 1. Technical characteristics of the pavilions.

| Pavilions | The maximum possible building height of the stand | Maximum possible floor load | Total area (gross) |
|---------------|---|-----------------------------|---------------------|
| 9 (1st floor) | up to 500 cm under the balcony - up to 250cm | 800 kg/m ² | 2690 m ² |
| 9 (2nd floor) | up to 400 cm | 800 kg/m ² | 265 m ² |
| 10 | up to 500 cm | 800 kg/m ² | 3502 m ² |
| 11 | up to 500 cm | 800 kg/m ² | 5856 m ² |

Appendix № 4. RULES FOR WORKING IN PAVILIONS DURING THE EXHIBITION INSTALLATION PERIOD

Attention! All organizations involved in performing installation and construction works at the stands of exhibitors and customers are required to pass the accreditation procedure in the technical department of Atakent-Expo International Exhibition Center LLP 10 working days before the start of installation of the exhibition.

Access to the exhibition halls during installation work is strictly carried out by badges. This procedure is introduced in order to improve the safety and overall culture of installation work.

Before entering the pavilion, each developer must receive a badge (pass) from the service department of the exhibition center.

Contacts for accreditation issues www.akr.kz

The responsible person receives a memo from the developer's organization with the rules of fire and electrical safety and the schedule of installation work, after which badges are issued at the rate of 1 badge for every 4 sq. m. of the built-up area. бейджи из расчета 1 бейдж на каждые 4 кв.м. площади застройки.

Attention! To receive badges, a copy of the identity card or any other document confirming the identity of the responsible person is required. The validity period of "installation" badges applies only for the period of installation and dismantling of stands. These badges are not valid during the exhibition!

All exhibition stands must be fully decorated before 17:30 on the last day of installation of the exhibition, by which time the packaging material, boxes, construction debris must be removed and removed from the pavilion. At 18:00, the general cleaning of pavilions and carpeting of passageways begins. On the opening day of the exhibition, access to installation passes will not be carried out.

Work on the construction and design of exhibition stands can be carried out on the days of installation of the exhibition from 9:00 to 20:00.

The developer pays for the extension of time for each stand at the following rates:

| From 20:00 to 00:00 | |
|------------------------------|----------------------|
| The stand area | In the pavilion |
| 12-30 m ² | 1150 tenge / 1 sq.m* |
| 31-50 m ² | 650 tenge / 1 sq.m* |
| 51-100 m ² | 450 tenge / 1 sq.m* |
| More than 100 m ² | 250 tenge / 1 sq.m |

| From 00:00 to 09:00 | |
|------------------------------|----------------------|
| The stand area | In the pavilion |
| 12-30 m ² | 1250 tenge / 1 sq.m* |
| 31-50 m ² | 750 tenge / 1 sq.m* |
| 51-100 m ² | 550 tenge / 1 sq.m* |
| More than 100 m ² | 350 tenge / 1 sq.m* |

* - the price is for 1 additional hour

You can make an order for an extension of the installation time in the Administration of the exhibition center. Applications are accepted until 18:00 of the current day. Payment is made on-site.

If you do not have time to finish your stand by the deadline indicated above, it is possible to extend the installation time on the last night before the exhibition. Installation works can be started at 20:00 (after the end of cleaning the pavilions) with a 50% mark-up from the current rate. In this case, garbage collection around the stand must be carried out by the developer of the stand at the end of the work.

On the day of arrival of participants and on the days of the exhibition, it is forbidden to install suspended elements and structures, as well as work that contributes to the appearance of dust.

On the day of arrival of participants, during the exhibition days, as well as during departure hours, it is forbidden to dismantle suspended elements and structures, as well as large-sized elements of the stand (walls, glass elements, long trusses, etc.).

EXHIBITION CENTER ADMINISTRATION

42 Timiryazeva Street, Pavilion No. 11, ground floor, entrance from the north-west corner

Contact person: Ulikbekova Baktygul Khamzinovna

Phone: +7 (727) 274 97 96