



17th Kazakhstan International Oil & Gas Exhibition
6-9 October, 2009

Atakent Exhibition Centre
Almaty, Kazakhstan

EXHIBITOR MANUAL

Dear Exhibitor,

We would like to welcome and thank you for your participation in **KIOGE 2009**.

The **Exhibitor Manual** contains important information, which will help you in your preparations for the exhibition. 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 success at **KIOGE 2009!**

Yours Sincerely,

KIOGE 2009 Team

CONTENT

The Organising Team	3
Exhibition Timetable.....	4
General Information	5
The Venue	
Visiting hours	
Official opening Ceremony	
Catalogue entry	
Exhibitor Badges	
Builder Badges	
Exhibitor Welcome Pack	
Advertising	
Sponsorship	
Seminars	
General information about your stand	
Space Only	
Equipped Stands	
Freight & Shipping Services	
Stand Cleaning Services	
Security	
Fax & Internet facilities	
Travel and Accommodation	
Visa & Visa Registration	
Message from the Official Airline - Air Astana	8
Marketing Forms Checklist.....	9
Conference	10
Conference Booking Form	11

EXHIBITION TIMETABLE

Wednesday	30 September	09:00 - 20:00 hrs	Set-up (indoor space only stands)
Thursday	1 October	09:00 - 20:00 hrs	Set-up (indoor space only stands)
Friday	2 October	09:00 - 20:00 hrs	Set-up (indoor space only stands)
Saturday	3 October	09:00 - 20:00 hrs	Set-up (indoor space only stands)
Sunday	4 October	09:00 - 20:00 hrs	Set-up (indoor and outdoor space only stands)
Monday	5 October	09:00 - 20:00 hrs	Set-up (equipped stands)
		11:00 hrs	Latest time for exhibitor to arrive on the stand
		16:00 hrs	All goods must be unpacked
		18:00 hrs	All stands must be ready for inspection
Tuesday	6 October	10:30 hrs	Official Opening
		12:00 - 18:00 hrs	Exhibition Hours
Wednesday	7 October	10:00 - 18:00 hrs	Exhibition Hours
Thursday	8 October	10:00 - 18:00 hrs	Exhibition Hours
Friday	9 October	10:00 - 16:00 hrs	Exhibition Hours
		16:00 - 20:00 hrs	Packing of exhibits
		20:00 hrs	Equipped stands must be vacated
Saturday	10 October	08:00 - 20:00 hrs	Dismantling
		20:00 hrs	Pavilions must be vacated

GENERAL INFORMATION

The Venue

KIOGE 2009 Exhibition is taking place at Atakent Exhibition Centre. The show occupies Pavilions **9, 9A, 9B, 9C, 10A, 10B, 11** and **Outdoor space**.

Atakent Exhibition Centre

42 Timiryazev Street (corner of Auezov Str.)

Almaty 050057

Republic of Kazakhstan

Exhibition Visiting Hours

Tuesday	6 October 2009	12.00 hrs – 18.00 hrs
Wednesday	7 October 2009	10.00 hrs – 18.00 hrs
Thursday	8 October 2009	10.00 hrs – 18.00 hrs
Friday	9 October 2009	10.00 hrs – 16.00 hrs

Opening Ceremony

KIOGE 2009 Exhibition Official Opening will be held on **6th October** at **10.30 am** in the Atakent Exhibition Centre in front of the main entrance of the Pavilion 9C – exhibitors and VIP guests only. A VIP Tour of the exhibition will follow.

Catalogue Entry

KIOGE 2009 Catalogue will contain an alphabetical list of exhibitors, product and services index. Exhibitors are entitled to one complementary entry, which will include their name, address and the contact detail plus an 80-words description of their company. Please refer to **Form A&A2**.

Please note that main exhibitors are responsible for their stand sharers' entries. Please refer to **Form A1&A2**.

Exhibitor Badges

Each exhibitor is entitled to 1 Exhibitor Badge free of charge per 3 sq.m of exhibition space. All pre-registered badges will be available for collection at the computerised registration desk prior to the opening of the exhibition. Additional badges can be pre-ordered at £10 per badge. Please refer to **Form B**.

Builder Badges

Builder passes will be issued to all workers who are working on your stand during the build up and dismantling period only. In order to obtain these passes, you will need a copy of your ID card or any other documents of the person in charge.

Builder passes can be received starting from the first day of build up from 9:00 from the Pavilion Commandant.

Pavilion Commandant

Pavilion 11, Ground Floor (entry from Northwest corner)

Contact: Ms. Baktygul Hanzinovna Ulikbekova

Tel.: + 7 727 274 9796

Mob: + 7 701 410 4592

The passes are valid only during build up and dismantling period and will not be valid during the exhibition.

Exhibitor Welcome Packs

Exhibitor Welcome Packs will be given to every exhibitor on the first day of the show. The Pack contains various information, including the Official Show Catalogue, Route Planner and some useful information, which we think will be of benefit to you.

Please collect your package on the first day of the show – 6th October, at the Organiser's Office, located in Pavilion 11.

Advertising

If you wish to advertise in KIOGE 2009 Official Catalogue, please refer to **Form D**.

Sponsorship

For those companies who wish to enhance their participation at KIOGE 2009 even further, ITE's Oil & Gas Division have devised a series of sponsorship opportunities. Please contact the Organisers or refer to **Form D1**.

KIOGE Daily

The exhibition's official newspaper will contain interviews with key figures in the industry, news from the sector, information and news about exhibitors and major companies in the industry in the region. The colour, A4 newspaper is distributed amongst visitors and participants and sent to ministries, embassies, major hotels and business centres during the exhibition. For more information please refer to **Form E**.

Seminars & Presentations

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

The Seminar Room will be located on the Ground floor of the Pavilion 9, by the main entrance. It will comfortably fit 50 people. Arrangements can be made for an overhead projector & screen. Please refer to **Form F**.

General information about your stand

'Space only'

There are special rules in Atakent Exhibition Centre for the approval of space only stands, not built by ITE. Please make sure you have presented your stand plans to the 'Atakent-Expo' no less than 10 days before the show. Please refer to the technical manual for more information.

Please note: The removal and packing of exhibits is not allowed before the close of the exhibition. The dismantling of stands is not allowed before the morning of the first day of dismantling.

'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 1.5kW, 3 spot lights 60kW per every 12 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 any damage occurs through inappropriate fixings or decoration, your company will meet the cost of replacing the panel.

Freight & Shipping Services

BTG Expo GmbH is the Official Customs Clearance Contractor and Freight Forwarder for the KIOGE 2009 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

Stand Cleaning Services

The organisers will arrange the general cleaning of the aisles every morning before the opening. However if you require a daily stand cleaning service for your stand, 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 that Organisers are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents.

You can also order individual security for your stand from the Technical Manual.

Fax & Internet facilities

Fax and Internet facilities will be available at the business centre, located next to Organiser's Office.

You can order a telephone, a fax line and/or Wi-Fi Internet connection for your stand from the Technical Manual.

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/kioge09

CTMS have reserved accommodation at several hotels in Almaty offering a variety of rates to suit everyone. We recommend that you make your reservation as soon as possible; this is a popular event taking place in Almaty's high season and the city will be busy.

Visa & Visa Registration

You will need a visa for Kazakhstan unless you are a citizen of Armenia, Azerbaijan, Belarus, Kyrgyzstan, Moldova, Mongolia, Russia, Tajikistan, Ukraine or Uzbekistan.

For visa application, please contact our appointed Travel Agent CTMS. Remember to give yourself enough time to plan your visa and to make your travel arrangements.

PLEASE NOTE: ITE is not responsible for your visa requirements.

Once you arrive in Kazakhstan you may have to register your presence in the country with the authorities.

For stay of more than 72 hours, ALL non-CIS nationals MUST REGISTER with OVIR (Office of Visas and Registration) – the agency that registers foreigners in Kazakhstan. As proof that this has been done your passport will be stamped.

Who can register you?

The inviting company, organisation or individual that issued your visa support document can register you. If these organisations or individuals cannot register you, or you didn't need a visa support document to obtain your visa, you can still register through an official body including a travel agent or some hotels. A fee is likely to be charged for this.

Please check before travelling whether this is required.

Air Astana is delighted to again be supporting KIOGE in its role as 'official carrier' for the exhibition and conference 2009. Regular visitors to Kazakhstan will have no doubt enjoyed Air Astana's growing network and schedules as well as the newer aircraft coming into the fleet. For those less familiar, why not visit www.airastana.com to get up to date on all the news and developments within the airline, as well as taking advantage of our sophisticated online booking tool which will search for the very best fares using a weekly calendar matrix display. The booking tool also allows you to select different classes of travel and fare types depending on the level of flexibility require. The process is simple to complete, only taking a matter of minutes and electronic tickets are immediately issued and emailed to travelers. 24 Hours before departure passengers can also pre-select seats and check-in online www.airastana.com/kaz/gb/checkin.

Visitors will also be able to enroll into Air Astana's frequent flyer program, **Nomad Club** at www.airastana.com/kaz/gb/enrolment. Earn points each time you fly, which can be redeemed for free flights or upgrades from economy class to business class. Frequent travelers will qualify for elite membership (Silver or Gold) with their own range of unique privileges, ranging from extra check-in baggage to VIP lounge access.

Air Astana's business class is designed to make your journey a world class experience. All business class seats on its Boeing 767, Boeing 757 and Airbus 320-321 series are leather covered with generous seat pitches, configured in a two-by-two seating arrangement. Appropriate light snacks to full course hot meals are served on all flights, together with a wide selection of fine wines and alcoholic beverages.

The Boeing 767-300 has 30 ergonomically designed leather covered reclining seats with extending footrests and a spacious seat pitch of 55 and 56 inches.

Each seat is equipped with a personal video screen and an audio In-Flight Entertainment system, providing the latest movie releases, comedies, and documentaries in a choice of both Russian and English languages, together with eight channels of audio entertainment.

There are 20 business classes on the Boeing 757-200; each fitted with ergonomically designed leather covered reclining seats with extending footrests and a pitch of 50 inches.

The Boeing 757-200 is equipped with a Video and 8 channel Audio In-Flight Entertainment system, offering movies, documentaries and comedies in both Russian & English language. Enjoy all of this on main screen of business class.

For more information about Air Astana, visit www.airastana.com.

Contact:

Ashendra Liyanage

Regional General Manager UK/I & Americas

52 Grosvenor Gardens, London, SW1W OAU

www.airastana.com

Tel: +44 (0) 207 333 0151

Fax: +44 (0) 207 333 0068

E-mail: ashendra.liyanage@airastana.com

EXCEL FORMS CHECKLIST

COMPULSORY FORMS

Main Exhibitor Catalogue Details	Form A
Sub-Exhibitor / Stand Sharer(s) Catalogue Details	Form A1
Product Index	Form A2
Exhibitor Badges	Form B

OPTIONAL FORMS

Complimentary Visitor Tickets / Gala Reception Tickets	Form C
Advertising	Form D
Sponsorship Menu	Form D1
KIOGE Daily	Form E
Exhibitor Press and Public Relations	Form E1
Private Seminars & Room Bookings	Form F
Pro-Forma Invoice	Form Z

PLEASE NOTE: Most of the forms need to be returned by the **21st of August, 2009**

CONFERENCE

6th – 8th October 2009

InterContinental Almaty Hotel – The Ankara

181, Zheltoksan Street

Almaty

Kazakhstan

Tel.: +7 727 2505000

Fax: +7 727 2582100

The KIOGE 2009 Conference will gather together in excess of 1000 Oil & Gas professionals and provide a unique forum for a balanced and independent discussion and an in-depth analysis of the current oil & gas market trends in the Kazakh and Caspian regions.

For any enquiries please contact ITE Oil & Gas Division.

For Conference Sponsorship Bookings

Vladislav Grabovsky	Conference Manager	+44 207 596 5008
	E-mail: vladislav.grabovsky@ite-exhibitions.com	

For Conference Bookings

Daniel Stebeleski	Conference Manager	+44 207 596 5148
	E-mail: daniel.stebeleski@ite-exhibitions.com	

Ilyas Idigov	Conference Manager	+44 207 596 5135
	E-mail: ilyas.idigov@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 Congress.



KIOGE 2009

17th Kazakhstan International Oil & Gas Conference

6th – 8th October 2009

KIOGE

Intercontinental Almaty – The Ankara in Kazakhstan

CONFERENCE DELEGATE REGISTRATION FORM

(N.B. Please complete 1 form per delegate)

DELEGATE INFORMATION (N.B. Please complete 1 form per delegate)

Exh

Name:

Job Title:

Company:

Address:

City:

Country:

Postal Code:

Tel:

Fax:

E-mail:

REGISTRATION OPTIONS

tick as appropriate

KIOGE 2009 Exhibitor's Conference Delegate Rate

£1250

2 Day Conference Registration, Entry to all Official Conference Lunches, Cocktails and Gala Dinners
Conference delegate bag including a copy of the proceedings

Pre-conference Workshop Delegate Rate

£350

Registration at Pre-Conference Workshop, Breakfast, Lunch
Pre-Conference Workshop delegate bag and documentation

TOTAL

PAYMENT PROCEDURE

By bank transfer to: I.T.E Exhibitions & Conferences Limited, Account Number: 50305081 Sort Code: 20-78-98
Barclays Bank Plc, 27 Soho Square, London, W1D 3QR, UK.

Please charge £ _____ to my _____

American Express

Visa Card

Access/MasterCard

Euro Card

CARD NUMBER: _ _ _ - _ _ _ - _ _ _ - _ _ _ _ _ EXPIRY DATE: _ _ / _ _ / _ _ LAST 3 DIGITS ON REVERSE _ _ _

POST CODE IF UK CARD HOLDER _____

CARD HOLDER'S NAME: _____ CARD HOLDER'S SIGNATURE: _____

Above costs are exclusive of VAT - VAT will be added at point of invoicing if applicable (UK companies only)

We hereby confirm our participation at the KIOGE 2009 Conference and we confirm we have read the ITE Rules and Regulations and confirm our acceptance of these Rules and Regulations, which form part of this contract. The execution of this application contract and its receipt by ITE is deemed conclusive evidence of the Applicant's agreement to pay the full fees due from that moment. The application is non-cancellable by the applicant. Applicant further acknowledges that ITE, having incurred expenses as a result of the contract/application, is not required to refund any of the fees and that ITE is also entitled to any unpaid amounts that may be owing by the Applicant to ITE.

I AGREE TO THE BOOKING CONDITIONS

NAME: _____ SIGNATURE: _____ DATE: _____

FAX YOUR BOOKING FORM TO + 44 (0) 207 596 5106