



14th Uzbekistan International Oil & Gas Exhibition
11-13 May, 2010

UzExpocentre
Tashkent, Uzbekistan

EXHIBITOR MANUAL

Dear Exhibitor,

We would like to welcome and thank you for your participation in **OGU 2010**.

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 deadlines to ensure the services ordered will be provided.

We wish you success at **OGU 2010!**

Yours Sincerely,

OGU 2010 Team

Organised by ITE Group plc



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EXHIBITION TIMETABLE

Build Up

Delivery of Exhibits and Stand Construction of Space Only Stands

Saturday	8 May	09:00 - 18:00 hrs
Sunday	9 May	09:00 - 18:00 hrs

Delivery of Exhibits and Stand Construction of Outdoor and Equipped Stands

Monday	10 May	09:00 - 20:00 hrs	
		14:00 hrs	Latest time for exhibitor to arrive on the stand
		18:00 hrs	All goods must be unpacked

All stands and displays must be completed and ready for check by:

Monday	10 May	19:00 hrs
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Opening Hours

Opening Ceremony

Tuesday	11 May	11:00 hrs
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Exhibition Hours

Tuesday	11 May	12:00 - 18:00 hrs
Wednesday	12 May	10:00 - 18:00 hrs
Thursday	13 May	10:00 - 16:00 hrs

PLEASE NOTE: No exhibits may be removed before the exhibition closes at **16:00** hrs on 13 May 2010.

Dismantling

Removal of portable Exhibits & Displays

Thursday	13 May	16:00 - 18:00 hrs
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General Dismantling of Stands

Thursday	13 May	18:00 - 19:00 hrs
Friday	14 May	09:00 - 18:00 hrs

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

Friday	14 May	18:00 hrs
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GENERAL INFORMATION

The Venue

OGU 2010 Exhibition is taking place at the UzExpocentre. The show occupies **Pavilion 1, Atrium and Hall 3, and Outdoor space.**

UzExpocentre
107 Amir Timur Street
Tashkent, 100047
Uzbekistan

Exhibition Visiting Hours

Tuesday	11 May 2010	12.00 hrs – 18.00 hrs
Wednesday	12 May 2010	10.00 hrs – 18.00 hrs
Thursday	13 May 2010	10.00 hrs – 16.00 hrs

Opening Ceremony

OGU 2010 Exhibition Official Opening for exhibitors and VIP guests only will be held on **11th May at 11.00 am** in the UzExpocentre in front of the main entrance of the Atrium Hall. A VIP Tour of the exhibition will follow.

Exhibitor Badges

Each exhibitor is entitled to 1 Exhibitor Badge free of charge per 3 m² of exhibition space. All pre-registered badges will be available for collection on Monday, 10th May at the Organisers Office. Additional badges can be pre-ordered at £5 per badge. Please refer to **Form B**.

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 ITE Uzbekistan Technical Division to obtain building approval and ensure your stand meets the current compliance standards and council regulations.

If you are using a Design & Build contracting company, please note that they are required to contact the venue, Uzexpocentre, to obtain building approval by signing a contract on the Uzexpocentre premises.

Please note: the removal and packing of exhibits is not allowed before 4pm on 13th May/end of the exhibition. The dismantling of stands is permitted to start on the morning of the first day of dismantling, 14th May.

'Equipped stand'

The equipment of your stand includes rear & side walls, carpet, fascia panel with company name & stand number (up to 10 characters), one table, two chairs, waste basket, 220V plug socket 2kW and 3 spot lights per every 12 m².

The keys for any doors and/or locks for cupboards and showcases can be obtained for a deposit of €10 from Organiser's office onsite.

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

Builder Badges

Builder passes will be issued to all building personnel 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 will be available for collection from 9.00 on the first day of build up (8th May) from the UzExpocentre.

UzExpocentre
107 Amir Timur Street
Contact: Mr. Ulugbek Yusupov
Tel.: + 998 71 238 5610

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

Important: please ensure you have obtained building approval and compliance for your stand from the venue.

Freight & Shipping Services

BTG Expo GmbH is the Official Customs Clearance Contractor and Freight Forwarder for the OGU 2010 Exhibition. Please contact the BTG Expo GmbH main office with any questions regarding freight to Tashkent:

BTG Expo GmbH
Carl-Benz-Straße 21
D-60386 Frankfurt/Main
Tel.: +49 69 408987 102 / Fax: +49 69 408987 222
Email: expo@btg.de
Web: www.btg.de

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

Deliveries

All deliveries (not send by BTG) must be made to:

UzExpocentre
107, Amir Timur st.
Tashkent, 100084
Uzbekistan

Contact: Mr. Bobur Khodjiakbarov
Tel: +998 71 2385635 / Fax: +998 71 2385610
E-mail: boburhoja@mail.ru

Packages should be clearly labelled with the name of the event, your company name and a contact name.

IMPORTANT: Do not send your cargo to ITE Uzbekistan!!!

Catalogue

Each exhibitor will receive a copy of the OGU 2010 Exhibition Catalogue. The Catalogue will include information on exhibitors and stand-sharing companies. Exhibitors are entitled to one complimentary entry, which will include their name, address and contact details plus a 60-words description of their company in both English and Russian. 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 Welcome Packs

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

Please collect your pack on the first day of the show – 11th May, at the Organiser's Office.

Stand Cleaning Services

The organisers will arrange general cleaning of the aisles. However if you require daily stand cleaning for your stand, this is available to order from the Technical Manual.

Security

General security of the pavilions – not for individual stands, will be provided overnight 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 UzExpocentre business centre.

You can order a telephone and or fax line for your stand from the Technical Manual.

Advertising

If you wish to advertise in the OGU 2010 Official Catalogue or website, please refer to **Form D**.

Sponsorship

For those companies who wish to enhance their participation at OGU 2010 even further, ITE's Oil & Gas Division have devised a series of sponsorship opportunities. Please contact the Organisers for more information or refer to **Form D1**.

OGU 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 from within 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 seminar is an excellent opportunity to promote your company, product and/or services to a key target audience. For more information please contact the Organisers.

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

Please feel free to contact them if you need any assistance with visas, accommodation, airline tickets or transfers to Uzbekistan.

Visa

You will need a visa for Uzbekistan unless you are a citizen of Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan (up to 60 days), Moldova, Russia or Ukraine.

For visa applications, 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.

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 OGU 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	Form B

OPTIONAL FORMS

Visitor E-Tickets / Gala Reception Tickets	Form C
Advertising	Form D
Sponsorship Menu	Form D1
OGU Daily	Form E
Pro-Forma Invoice	Form Z

PLEASE NOTE: Most of the forms need to be returned by the **19th March 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

12th – 13th May 2010

InterContinental Hotel

107 A. Amir Street
Tashkent
Uzbekistan
Tel.: +998 71 120 70 00

The OGU 2010 Conference will gather together in excess of 600 senior representatives from the oil and gas industry, including official delegations from the CIS and further afield, and will feature over 60 presentations from the highest calibre speakers. The conference highlights new opportunities for international cooperation in the development of oil, gas and energy projects in the entire Central Asian region.

For any enquiries please contact the ITE Oil & Gas Division.

For Conference Sponsorship & Delegate Bookings

Elena Popova	Project Director	+44 207 596 5144
	E-mail: elena.popova@ite-exhibitions.com	

For Conference Programme enquires

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.