

TURKMENEXPO

SERVICE GUIDE PROVIDED DURING THE EXHIBITION AND CONGRESS EVENTS IN THE EXHIBITION CENTER

CONTENT

GUIDELINE

1 ADVERTISING SERVICES

Placement and production of outdoor advertising on the territory of the Expo Center, on the Turkmen Expo website; distribution of promotional products at the Event; rent provision of advertising structures.

2 COMMUNICATION, COMMUNICATION EQUIPMENT

Rent of communication equipment provision connected to telephone lines with city telephone numbers, with the access to long-distance or international communication lines, to the Internet (including telephones, computer equipment, office equipment, and other additional equipment).

3 PROFESSIONAL SERVICES AND OPERATING STAFF SERVICE

Providing the stand staff, translators, security guards to perform the work during the General period of the Event.

4 CLEANING, RUBBISH/WASTE REMOVAL, ADDITIONAL SERVICES

Cleaning and waste removal; entry pass to VIP-parking and etc.

5 SPECIALIZED ROOMS (CONFERENCE HALLS AND MEETING ROOMS) FOR RUNNING EVENTS

Use of conference rooms for conferences, presentations, seminars, fashion shows and show programs; rental of meeting rooms, rental of co-working space or office space on the Exhibition Center territory.

6 CATERING

7 CULTURAL PROGRAMME

GUIDELINE

- 1 This Service Guide is a collection of tariffs and conditions for the service and the equipment provision to participants and developers of Exhibition events held by IE "Turkmen Expo".
- 2 The procedure for submitting and processing applications for the rent equipment and services provision, the terms of their payment and cancellation, as well as the responsibilities of the parties when fulfilling applications are defined in the "General Conditions of Participation", in agreements on holding events, in this Service Guide, as well as current laws and regulations documents.
- 3 Applications for the service provision are submitted by the Exhibitor or other Participants no later than 10 (ten) working days before the start of the General Period of the Event, unless a different period is provided for by the terms of the Main Agreement or is not established in the sections of this Service Guide.
- 4 The terms for submitting applications and order canceling for a service do not apply in case if the Main Agreement or the application agreement for the Event is signed less than 45 (forty-five) days prior the start of the General Period of the Event.
- 5 The services provided by "Turkmen Expo" can be provided by "Turkmen Expo" itself or with the involvement of enterprises and organizations that have licenses for the relevant types of activities.
- 6 Working hours of "Turkmen Expo" for the General period of the Event are set from 08:00 to 20:00. If the terms of the Main Agreement or the application agreement provide for another period of time, then the service provision (except for Section 5) in the period from 20:00 to 08:00 hours is determined specifically and requires an additional approval.
- 8 The risk of accidental breakdown or accidental damage of the equipment provided for rent in accordance with this Service Guide is borne by the lessee of the equipment.
- 9 Service Guide rates are quoted in US Dollars

SERVICE GUIDE PROVIDED DURING THE EXHIBITION
«TURKMENEXPO»

1.	ADVERTISING SERVICES		
	Reference to Section 1.: 1. Applications for advertising services provision are submitted to "Turkmen Expo" no later than 10 (ten) working days prior the start of the General Period of the Event. Advertising services are provided only after full payment has been made.		
1.1	"TURKMEN EXPO" RENTAL SPACE AT STATIONARY AND MOBILE CONSTRUCTION		
1.1.1	Space rent on the facades and back sides of pavilions (including production of media, without installation work) for the General period of the Event/up to 2 weeks, for 1 media		
a)	At the pavilion		
1.1.2	Space rent on stationary outside structures (including production of media and installation work) up to 1 month, for 1 media		
b)	In the city		
1.2	VIDEOADVERTISING		
1.2.1	Advertising on LED screens located on the territory of the Exhibition Center, for 1 day of broadcast (from 00:00 to 24:00):		
a)	Video duration 10 – 20 sec		
1.3	THE PERMISSION TO CONDUCT PROMOTIONAL ACTIVITIES ON THE TERRITORY FOR THE PERIOD OF THE EVENT, for 1 representative:		
a)	with the distribution of advertising products (including conducting surveys)		
b)	Without the distribution of advertising materials - to representatives involved in navigation / informing visitors during the Event Period, using the brand of the Participant and/or Organizer		
1.4	THE PRODUCTION OF ADVERTISING MEDIA AND PRINTING PRODUCTS, per 1.0 sq.m. m:		
a)	full color printing on banner canvas/fabric		
b)	full color printing on banner mesh		
c)	full color printing on self-adhesive film		
d)	full color printing on banner cloth		
e)	full color printing on plain paper		
f)	full color printing on translucent film		
1.5	INSTALLATION WORK:		
a)	installation of one media, up to 20.0 square meters in size. m, for 1.0 sq. m		
b)	installation of one media larger than 20.0 sq. m, for 1.0 sq. m		
c)	relocation/re-installation of the "Turkmen Expo" advertising structure, for 1 structure		
1.6	POSTING INFORMATION ON THE TURKMEN EXPO WEBSITE (Official website of the exhibition center):		
1.6.1.	Event logo in the "Exhibition Plan" section, size - 110x80 pixels		
1.6.2.	Information:		

SERVICE GUIDE PROVIDED DURING THE EXHIBITION
«TURKMENEXPO»

1.6.3.	Dynamic placement of banners on the main page / other pages of the site, up to 1 month		
a)	size – 234x350 pixels		
2.	COMMUNICATION, COMMUNICATION EQUIPMENT		
2.1.1	Table		
2.1.2	Chair		
2.1.3	Armchair		
2.1.4	Information desk		
2.1.5	LED panel d-42		
2.1.6	LED panel d-48		
2.1.7	LED panel d-55		
2.1.8	Booklet holder		
2.1.9	Small showcase		
2.1.10	Large showcase		
2.1.11	Round showcase		
2.1.12	Connection and use of powerful equipment to an electrical panel over 2 kW (up to 4 days)		
2.1.13	Dispenser/cooler		
2.1.14	Coffee machine		
2.1.15	Sound equipment		
2.1.16	Equipment for use during simultaneous interpretation		
2.1.17	LED screen RK 10A 6,144 m2 external use for stand		
	CONNECTION FOR THE TOTAL PERIOD OF THE EVENT (providing unlimited Internet access) TO THE NETWORK OF TELEMATIC SERVICES AND DATA TRANSMISSION WITH SPEED:		
2.1.1.	5 Мбит/с		
2.1.2.	10 Мбит/с		
2.1.3.	20 Мбит/с		
2.2	COMPUTERS AND OFFICE EQUIPMENT RENT, 1 day		
2.2.1.	Office personal computer rent (system unit, monitor, keyboard, mouse)		
2.2.2.	Laser printer rent		
3.	PROFESSIONAL SERVICES AND OPERATING STAFF SERVICE		
3.1	TRANSLATION SERVICES		
3.1.1.	Consecutive translation services from/to European languages, 1 day (8 hours)		
3.1.2.	Consecutive translation services from/to Eastern/other rare languages, 1 day (8 hours)		
	Note to clause 3.1: If the eight-hour working day is exceeded, the service is provided with a tariff increase of 50%. Services are provided only after the full payment		
3.2	MODELS, PROMOTERS, STAND RESIDENTS, ETC. SERVICES		
3.3	PERSONAL SECURITY, 1 guard per hour:		
3.3.1.	Providing a set of measures aimed at preserving property (continuous shift must be at least 12 hours):		
a)	in the exhibition halls during the daytime (from 08:00 to 20:00)		
b)	in the exhibition halls at night (from 20:00 to 08:00)		
c)	at open exhibition areas		

SERVICE GUIDE PROVIDED DURING THE EXHIBITION
«TURKMENEXPO»

4.	CLEANING, RUBBISH/WASTE REMOVAL, ADDITIONAL SERVICES	
4.1	CLEANING, GARBAGE AND WASTE REMOVAL	
4.1.1	Booth cleaning:	
4.1.2	One-time dry booth cleaning 1.0 sq. m	
4.1.3	One-time wet booth cleaning 1.0 sq. m	
4.1.4	Daily booth cleaning 1,0 sq. m booth	
4.1.5	Daily wet booth cleaning 1,0 sq. m booth	
	Note to clause 4.1.5.: One-time cleaning of the booth involves dry cleaning of the floor covering of the booth with a vacuum cleaner (carpet) or wet cleaning (laminated, floor tiles) with treatment with a disinfectant solution, disinfection of contact surfaces, and cleaning of waste baskets. Daily booth cleaning involves one-time cleaning on each day of the Event Period. The calculation is based on the total area of the booth.	
4.1.6	One-time disinfection of contact surfaces, per 1.0 sq.m. m	
4.1.7	Urgent cleaning, for 1 call	
	Note to clause 4.5.2.: "Urgent cleaning" means cleaning (up to 10 sq. m) of the consequences of advertising events, presentations, any kind of malfunctions of exhibits, booth equipment, etc. at the booths, which caused contamination.	
4.1.8	Cleaning support, per person per hour. The minimum time for providing the service is 4 hours.	
4.2	ENTRY PASS FOR PARTICIPANTS' CARS TO VIP PARKING, for 1 pass	
4.2.1.	During the Event Period	
4.2.2.	For one day of the General Event Period	
	Note to clause 4.6: Entry Pass for Participants' cars to the VIP parking lot is not subject to exchange or return.	
5.	SPECIALIZED ROOMS (Conference halls and meeting rooms) AND COWORKING SPACE FOR EVENTS	
5.1	Conference hall (600 persons)	
a)	per 1 hour***	
b)	for ½ conference day	
c)	for 1 conference day	
5.2	Conference hall (50 persons)	
a)	per 1 hour***	
b)	for ½ conference day	
c)	for 1 conference day	
5.3	Conference hall (20 persons)	
a)	per 1 hour***	
b)	for ½ conference day	
c)	for 1 conference day	
5.4	Conference hall (12 persons)	
a)	per 1 hour***	
b)	for ½ conference day	
c)	for 1 conference day	
5.5	Coworking zone	
5.6	Refrigerated storage room	
5.7	Warehouse space (more than 1 month and at least 10 m2)	
5.8	Refrigeration space for storage (more than 1 month and at least 10 m2)	
5.9	Convention hall	
5.10	Banqueting hall	
5.11	Dining room	

SERVICE GUIDE PROVIDED DURING THE EXHIBITION
«TURKMENEXPO»

5.12	Empty premises for rent (more than 1 month)		
5.13	Special room for translators		
5.14	Health room		
6.	Catering		
6.1	Business lunch (salad, first course, main course, side dish, juice, bread) 200 manat		
6.2	VIP-lunch (salad, first course, main course, side dish, juice, read)		
7.	Cultural programme		
8.1	Basic cultural program Ashgabat sightseeing attractions (1 day)		

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