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Purpose of the Document

Dear Participant,

Thank you for choosing to participate in UJF - 2023.

This guide is intended for staff responsible for the overall organization of your participation companies in the exhibition: preparation of documents, delivery of goods, stand construction and other issues.

Please feel free to contact us with any questions that may arise during the preparation for the exhibition.

Sincerely Yours,

Organizer

Exhibition company “EXPOTOUR GROUP”



Fair name & Venue & Organizer

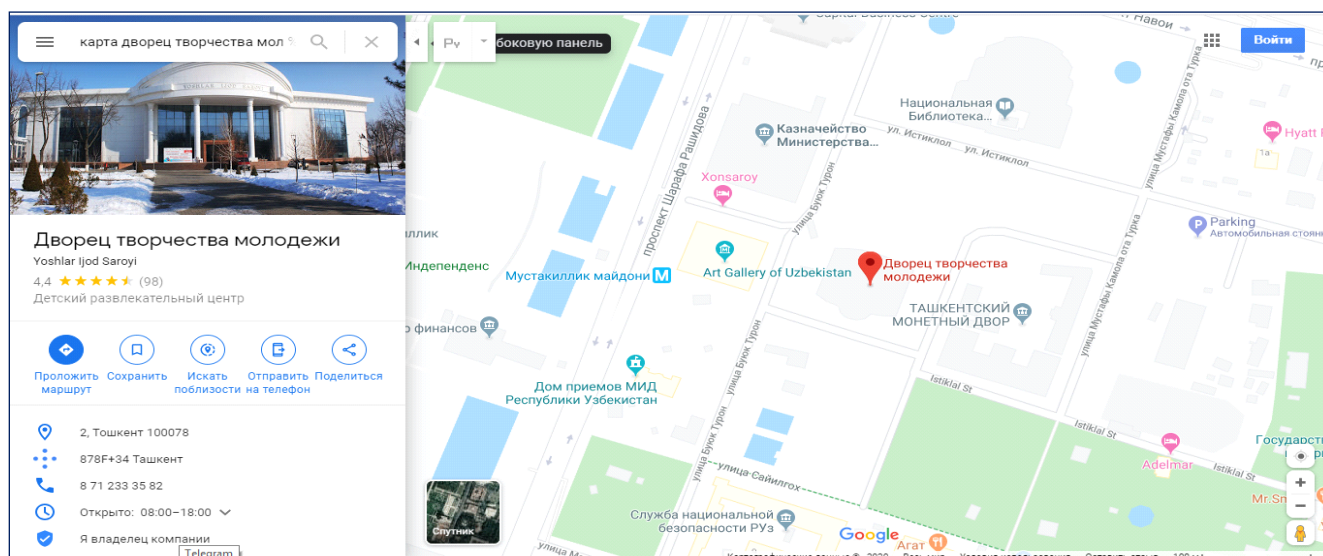
Fair Name

The First luxurious international Jewellery, Gems and Equipment Fair in Tashkent – “UZBEK JEWELLERY FAIR -2023”.

Venue: Exhibition Hall: «Yoshlar Ijod Saroyi»

Address: Mustakillik Maydoni, 2, YunusAbad district, Tashkent, Uzbekistan

Reference point: Metro station: "Mustakillik Maydoni ". 3 minutes walking distance.



[Google Map](#)

Organizer

Exhibition company “Expo Tour Group”

Sh. Rustaveli, 22, Yakkasaray district, Tashkent, Uzbekistan

Tel.: +998903700848

Coordinator of the project: Ms Esmeralda Ablyeva, info@uzjewellery.uz, eablyeva@yandex.ru

www.uzjewellery.com

Official supporting:

Association of Jewellery industry of Uzbekistan “Uzbekzargarsanoati”.



Schedule and Thematic content of the Exhibition

Schedule

Activity	Dates	Hours
Construction Period	25 May 2023	10.00 - 20.00
Opening ceremony	26 May, 2023	11:00
Exhibition days	26 May, 2023	11.00 - 17.00
	27 May 2023	10.00 - 17.00
	28 May 2023	10.00 - 16.00
Dismantling Period	28 May 2023	16.00 - 20.00

- *All Exhibitors must complete the booth construction by 25 May 2023 at 20.00 hrs. It is strictly prohibited to construct/decorate after the mentioned time, as the organizer is required to clean all exhibitions areas.*
- *Exhibitors are allowed to access into the hall 2 hours before Fair Time and stay 1 hour after closing time. Only loading door at the back of the hall will be applied before and after Fair Time.*
- *Exhibitors must wear their badge all time during stay in the exhibition hall.*

Thematic content

- Gold, silver jewelry
- Diamond jewelry
- Antique jewelry, watches, wall clocks
- Gems and gemstone jewelry
- Pearls, pearl jewelry
- Semiprecious stones and jewelry
- Synthetic jewelry
- Equipment and tools
- Accessories, frames, parts for jewelry production
- Packing materials
- Security systems and technologies.



Book your booth

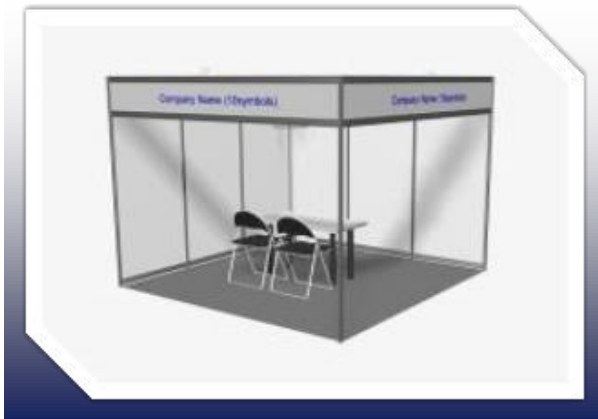
Book your booth in Form No. 1 not later than 1st March, 2023.

- **Registration fee – 175 US doll**
- **Bare space 1 sq.m. – 230 US doll**, minimum area 20 sq.m.

Bare space has no communications: no water, no electricity. If exhibitor needs communications necessary to make an order in Form No. 2 “Additional equipment” no later than 20th March, 2023.

- **Standard booth 1 sq.m. – 250 US doll**, minimum area 9 sq.m.
- ✓ Standard construction with panels of aluminum perimeter 3*3;
 - ✓ Carpet floor stand;
 - ✓ 1 table;
 - ✓ 2 chairs;
 - ✓ 3 spotlights;
 - ✓ Electrical Outlet 220V;
 - ✓ 1 trash can;
 - ✓ Faceplate name (not more than 10 symbols, each additional symbol – 1 US doll).

If necessary to put Exhibitor’s logo, please send the image of logo in the CDR format to Coordinator of the Project by e-mail info@uzjewellery.uz, eablyaeva@yandex.ru or fill the form on www.uzjewellery.uz not later than 1-st of April 2023.



** Exhibitor guarantees to return the equipment free of defects and damage.*

** In case of damage of the equipment Exhibitor will be charged at the rate of their market value.*



Services and Facilities

Services and Facilities

Registration

Information Counter, Press center

Volunteers team

Food court

Smoking area

WC

Location

Lobby

Lobby

Lobby

Ground floor

Outside

Ground floor



Regulations During Fair

- ✓ Exhibition space is licensed to the exhibitor only. The exhibitor must not sub-license the exhibition space allocated, either wholly or in part, to others.
- ✓ Exhibitors can only sell their products and distribute brochure or leaflet within their own stands.
- ✓ Exhibitors must assign at least one personnel to attend to the stand at all times.
- ✓ In case that your display of stand decoration is an inflammable object e.g., incense, candles or paper that can catch fire easily, you must take the full caution and responsibility before you leave your stand every day.
- ✓ Public relation during the show day Exhibitor can put posters, signs, stickers in their own booth or on the advertising spaces provided by the organizer only, it is not allowed to distribute invitation card, leaflet at the entrance -exit and walkway.
- ✓ Exhibitors must not engage in any activities that create the disturbance to visitors or other exhibitors. If there are complaints from exhibitors such as a use of microphone, advertising or making noise for selling products, the organizer reserves the right to reduce a volume or stop those activities instantly.
- ✓ In case of any damages, Exhibitors must be responsible for the actions of their staff or representative.
- ✓ Radioactive material is not allowed in the exhibition hall.
- ✓ It is prohibited to build more than one floor level stand. The restriction of booth height is 4 meters and not lower than 2.5 meters. If your booth design is higher than 2.5 meters (Standard Booth's Height), it has to be decorated both sides nicely, also do not allow neither sticker nor logo to install at the space which is attached to neighbor stand.
- ✓ Organizer reserves the right to ask for improving the additional decoration which is untidy, unsafe and inconsistent with the fair concept. In case the neighbor's stand is hidden by exhibitor's stand structure or exhibitor's panel which is not in a good image and has an effect on the fair image, exhibitor must improve immediately without prior notice.
- ✓ There will not be any electrical setting or electric power in raw space order, exhibitors must place an order directly with Official Electrical Supplier by filling in Form No. 3 "Electricity" and return by 15th April, 2023.
- ✓ Before moving in any furniture or parts of booths, exhibitors/contractors must put some covering on the moving pathways to prevent any damage to the exhibition floor. Also, exhibitors must be responsible for any misconduct of their contractors and compensate for any damage caused by them.
- ✓ It is not permitted to place construction items against walkway. Exhibitor/ contractor has to clear the debris and dispose outside exhibition building.
- ✓ It is not permitted to use any wire to secure booth structures to the floor or walls of the exhibition hall.
- ✓ It's not permitted to place advertisement material or any materials outside allocated space.
- ✓ It's not permitted to hang any materials with wire, or fire extinguisher.
- ✓ Color-Spray, Paint, Electrical equipment or any equipment which will cause a spark within exhibition building is absolutely prohibited.
- ✓ If exhibitor's stand is located over the fire hose, exhibitor should make a symbol to show the fire host there.

Electricity:

- ✓ Single phase AC 220 V/50 Hz
- ✓ Three phases with neutral AC 380 V/50 Hz with a fluctuation of approximately 8 %.
- ✓ Exhibitor whose equipment is particularly sensitive should arrange for stabilizers.
- ✓ If you need special electrical power fill the Form No. 3 "Electricity" and return by 15 April, 2023.



✓ All electrical power supplies must be installed by the following safety and regulations, without exception. Electrical inspector will be disconnecting power supply immediately in case of rule violation. The company must follow all rules.

Security:

✓ The organizer will provide security round the clock in the exhibition hall, entrances/exits, and general area of the fair. The security has the right to enter in each exhibitor booth in order to check and survey all area in the exhibition hall.

✓ The organizer will allow only authorized personnel with proper I.D., e.g., exhibitor/contractor badges, to have access to the exhibition hall.

✓ The organizer suggests exhibitor to do insurance for high value product and well keep your belongings in your booth during exhibition. In case of any lost, the organizer will not be responsible for any lost or damages.

✓ Organizer will provide the safe boxes. In case if you need u should fill the Form No.4 “Safe boxes” and return by 15, April 2023.

Cleaning:

✓ The fair organizer will be responsible for the general cleaning of the exhibition hall and gangways only.

✓ Exhibitors must clean their booths and put their rubbish in front of their booths after show time daily to be picked up by cleaners.

Smoking:

✓ In the exhibition hall is not allowed at all times. The smoking area will be provided outside the exhibition hall. The violation of smoking in the exhibition hall or breaking the regulations, organizer shall take action as follows: the 1st time, will be given the verbal warning; the 2nd time, will be given the written warning and fined 60 US doll penalty.

Badges:

✓ All exhibitors must wear individual badge issued by the organizer as identification at all time inside the fair ground.

✓ Exhibitor badges registration must be done online until 15, April, 2023.

✓ Damage, loss or change of exhibitor’s badge must notify organizer immediately due to security reason. Please contact organizer for new badge in case of lost badge.

✓ No admission for person under 10 years old.

✓ All exhibitors shall take responsibility for all registered persons under his / her company name.

✓ Organizer reserves the right to request your identity card / passport to show upon and withhold any badge during the show.



Form № 3 “Electricity”

Send to E-mail: info@uzjewellery.uz, eablyaeva@yandex.ru	Must be return not later than 15-th April, 2023. By your request.
(What type of electricity power do you need)	Description

Form № 4 “Safe boxes”

Send to E-mail: info@uzjewellery.uz, eablyaeva@yandex.ru	Must be return not later than 15-th April, 2023. By your request.		
Description	Cost per unit	Quantity	Total in US \$
S -60	275 US doll		



Form № 5 “Book your hotel”

The list of the hotels in Tashkent:

https://www.luxuryhotelsguides.com/?ufi=2579372&gclid=EA1aIQobChMIuOTajp6s5wIVC8qyCh0KcwSVEAAAYAAAEgLtifD_BwE



Form № 6 “Your visa”

Send to E-mail: info@uzjewellery.uz, eablyaeva@yandex.ru not later than 15-th April, 2023		https://www.ivisa.com/uzbekistan-blog/visa-free-countries-for-uzbekistan
1	First name of applicant:	
2	Last name of applicant:	
3	Sex (F / M):	
4	Company name:	
5	Position:	
6	Address:	
7	City, Country Consulate / Embassy where it will get a visa	
8	Arrival date (day / month / year):	
9	Departure date (day / month / year):	
10	Exhibitor / Visitor / Other (please specify):	
11	Citizenship	
12	Passport number of applicant	

Form № 7 “For Catalogue”

Send to E-mail: info@uzjewellery.uz , eablyaeva@yandex.ru not later than 1-st April, 2023	In case of untimely filing or not according to material specifications Organizer reserves the right to publish in catalog only contact information of applications for participation in the exhibition.
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Form № 8 “Cultural Programme”

№	List of tours (send to E-mail: info@uzjewellery.uz, eablyaeva@yandex.ru not later than 1-st April, 2023)	Cost in US \$ per person	Choose
1	One Day tour in Tashkent	100	•
2	One Day trip to Samarkand	160	•



Contacts

Organizer:

Exhibition company PE “Expo Tour Group”
Sh. Rustaveli, 22, Yakkasaray district, Tashkent, Uzbekistan
Tel: +998903700848

Coordinator of the project: Ms. Esmeralda Ablyeva, info@uzjewellery.uz, eablyeva@yandex.ru
www.uzjewellery.com

Custom clearance service:

LLC “Zartech Pro”
M.Shayhzoda, 61, Uchtepa district, Tashkent, Uzbekistan
Tel: +998977107707
Contact person: Mr. Elzod Kasimov, zartechpro@gmail.com