

Memo on Accreditation

of the Third-Party Developers in the EXPO International Exhibition Center

To be accredited in the IEC, third-party developers must provide the original documents, according to the list, to the Technical Control Department of the IEC Operator (Mangilik El str., 53/1, 2nd floor, office 236, tel.:64-22-10). A company representative providing the documents must have technical knowledge, have complete technical documentation and be able to answer technical questions regarding the stand design.

1. Three-dimensional stand design project (jpeg, PDF).
2. Explanatory note to the stand (stand dimensions, description of the frame, description of the podium, description of the design, list of materials and equipment, general information).
3. Detailed drawings of the stand structure with dimensions and materials used.
4. Plan (scheme) of the stand (exposition) with designation of a location of water consumers, machine tools, refrigeration and other equipment (with interpretation of the designations).
5. Power of Attorney for construction from the Exhibitor (Customer) (on the letterhead of the Customer's company).
6. List of employees carrying out assembling (with indication of IIN)
7. Stand electrical diagram, a location of the electrical panel (during electrical installation work).
8. List of employees carrying out electrical installation work with copies of certificates attached, with an electrical safety admission group not lower than 4, with a mark on certification, copies of reports (or log) of knowledge test of electrical personnel.
9. Order on appointment of persons responsible for assembling, safety briefing, fire safety briefing (on the company's letterhead).
10. For a two-storey stand - floor drawings (plans).
11. Stand isometry certified by the director of the Developer company. Additionally provided:

a) for a two-storey stand and a stand with a podium height of more than 1 m:

* + three-dimensional model of the platform (podium);
  + technical documentation for platform (podium) design;
  + static calculation of the platform (podium);

b) for a stand, which design does not provide for non-standard load-bearing elements, technical documentation for these elements is additionally submitted.

1. Letter of Guarantee from the Developer about safety of the structure being constructed and the timely removal of garbage.
2. Certificates of conformity for the materials and equipment used.
3. Copy of the contract of insurance of civil liability of the Developer for causing harm to life, health, property of other persons for the period of assembling and dismantling and the work of the exhibition, at the same time, amount of the insurance contract must be at least KZT 30 million.
4. If there is a suspended structure in the project, submit an application for it.
5. Letter for move-in/move-out of materials and equipment.