

04-06

NOVEMBER 2026

BAKU EXPO
CENTER

**> EXHIBITOR'S
GUIDEBOOK**



AZERBAIJAN INTERNATIONAL
REAL ESTATE EXHIBITION



airex.az

DEAR EXHIBITORS!

It is our great pleasure to welcome you to this exhibition. To support you during the preparation stage, we are pleased to present the "Exhibitor Manual".

We kindly ask you to review the enclosed materials carefully. Should you have any questions, please do not hesitate to contact us — we will be glad to assist you with any organisational matters.

We wish you every success!

Kind regards, The Exhibition Organising Committee

The Organising Committee is located on the 2nd floor of Baku Expo Center, Room 16.

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ORGANISING COMMITTEE

Project Director

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Accountant

Mehdi Abbasli

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IMPORTANT TELEPHONE NUMBERS

Service	Number
Fire Service	101
Police	102
Ambulance	103
Speaking Clock (Exact Time)	106
City Directory Enquiries	109
Ministry of Emergency Situations	112
Airport Information	+994 12 497 27 27
Railway Ticket Office	+994 12 499 48 60, +994 12 499 45 15
Coach Station Information Office	+994 12 1414

Exchange rates: <https://www.cbar.az/currency/rates>

LOST PROPERTY

"Lost and Found" service will operate in the entrance lobby of Baku Expo Center. All enquiries concerning lost items can be resolved through this desk.

VENUE AND WORKING HOURS

Venue: Baku Expo Center

Address: 515 Heydar Aliyev Avenue, Surakhany District, Baku, Azerbaijan

Installation of Stands in Unequipped Areas

Tarix	Saat
30 October, Friday	09:00 – 20:00
31 October, Saturday	09:00 – 20:00
1 November, Sunday	09:00 – 20:00
2 November, Monday	09:00 – 20:00

Registration of exhibitors

Tarix	Saat
30 October, Friday	09:00 – 20:00
31 October, Saturday	09:00 – 20:00
1 November, Sunday	09:00 – 20:00
2 November, Monday	09:00 – 20:00

Design of equipped stands

Tarix	Saat
2 November, Monday	12:00 – 20:00

Exhibition opening hours (for exhibitors)

Tarix	Saat
4 November	09:00 – 18:00
5 November	09:00 – 18:00
6 November	09:00 – 17:00

Dismantling of equipped stands

Tarix	Saat
6 November, Friday	18:00 – 21:00

Dismantling of space-only stands

Tarix	Saat
6 November, Friday	18:00 – 21:00
7 November, Saturday	09:00 – 20:00

Throughout the exhibition, company representatives must not leave their stands unattended; they are expected to provide visitors with the necessary advice and assistance and to ensure that the relevant rules are observed at their workplace.

PARTICIPATION FEE

For any questions regarding invoices, payments or financial documents, please contact Mehdi Abbasli from the Accounting Department at +994 997 37 19 99 or by email.

If payment is made after the established due date, a copy of the bank transfer order must be submitted to the exhibition accountant and also sent by email.

ATTENTION: Stand construction work may only begin once the rental fee for the exhibition space has been paid in full.

Final participation documents may be obtained from the organisers' office during the exhibition, or by post after the exhibition closes, by contacting the project manager or the legal counsel.

STAND CONSTRUCTION AND TECHNICAL SUPPORT

Dear exhibitor, please review the technical manual.

Additional technical equipment and services can be ordered using the "Order" form in the "Technical Services" .

Attention holders of equipped stands: stand decoration may begin from 12:00 on the final day of installation. The stand must be fully ready by 20:00 on the evening of the same day.

Wall panels and other structural elements must be returned undamaged after the exhibition. It is strictly prohibited to attach equipment, self-adhesive materials or logos to stand structures, to drill holes, or to use pins, buttons or hard-to-remove adhesive tape.

ATTENTION: The penalty for unauthorised application of a self-adhesive sticker to a single panel is 60 EUR / 120 AZN.

Acceptance Certificate

A stamp for the acceptance certificate can be obtained from the organisers' office on the second floor of the registration building, as well as at the truck entrance.

FREIGHT FORWARDING AND DELIVERY TO THE EXHIBITION

The official provider of freight forwarding and on-site handling services at the exhibition is Caspian Freight Services. Loading/unloading of exhibits, rental of handling equipment, rigging works and other related services can also be ordered through this company.

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ORGANISERS' OFFICE

The exhibition organisers' office will be open daily from 09:00 to 18:00, from 30 October to 7 November. The office is located on the 2nd floor of the Expo Center, Room 16.

EXHIBITOR REGISTRATION: BADGES AND OFFICIAL CATALOGUE

Access to the exhibition is by badge only. Each company is allocated 1 badge for every 3 m² of stand space (e.g., 3 badges for a 9 m² stand). If the number of complimentary badges does not cover all of your staff, additional exhibitor badges can be ordered after completing the "Exhibitor Pre-registration" form.

For registration enquiries, please contact

Khalida Shirinova

+994 51 927 40 21

khalida.shirinova@pashaproperty.az

BUSINESS TRAVEL DOCUMENTATION

Business travel documents can be completed at the organisers' office.

CONTRACTS AND WORK COMPLETION REPORTS

Final exhibition documents can be obtained by contacting the project manager or an accounting representative, either at the organisers' office during the exhibition or by post after the exhibition has concluded.

SERVICES AT THE EXHIBITION

Restaurant

A restaurant and café in the Expo Center foyer will be open to exhibition participants.

Medical Assistance

In a medical emergency, please dial 103. A team from our partner, Malham Hospital, will be on hand throughout the exhibition.

Press Center

Located on the 2nd floor of Baku Expo Center, Room 8.

ATM

An ATM is available in the foyer of the exhibition complex for your cash needs.

Photo & Video Services

To place an order, simply visit the organisers' office (Room 16) and complete the relevant application form.

Prayer Room

A prayer room is available for visitors at the exhibition (1st floor).

INFORMATION SERVICES

Information about your company, products or services can be published free of charge on the official exhibition website and in the official exhibition newspaper. Taking advantage of this opportunity will help attract media attention and increase the impact of your participation.

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We will be happy to support you at every stage of your preparation and participation.

The Organising Committee of "AIREX" wishes you and your colleagues successful and productive days at the exhibition!



**MEET.
NETWORK.
INVEST.
AZERBAIJAN.**



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