



29TH INTERNATIONAL ENERGY AND ENVIRONMENT FAIR AND CONFERENCE

**ICCI INTERNATIONAL ENERGY AND
ENVIRONMENT FAIR AND CONFERENCE**

2025

EXHIBITOR MANUAL

FOREWORD

Purpose of **ICCI 2025 – Exhibitor Manual** is to convey highly important information regarding setup, exhibition, and dismantling stages of the exhibition to exhibiting companies to minimize possible disruptions. This manual is a part of the stand contract concluded between the organizer and exhibitor and the directive and information it includes are prepared to facilitate the process of compliance with high security standards. Right of Sektörel Fuarçılık A.Ş. to make changes in the information is reserved.

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EXHIBITION INFORMATION

PLACE and DATE

ICCI 2025 – International Energy and Environment Fair and Conference will take place on April 24-25-26, 2025 at Istanbul Expo Center, Hall 1.

ISTANBUL EXPO CENTER

Across Atatürk Airport 34149
Yeşilköy / İstanbul / TÜRKİYE

SCHELL SCHEME STANDS AND ADDITIONAL MATERIALS

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PROJECT INSPECTION AND OCCUPATIONAL HEALTH AND SAFETY

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ORGANIZER COMPANY AND ORGANIZATION TEAM



SEKTÖREL FUARCILIK A.Ş

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info@icci.com.tr

THIS EXHIBITION IS ORGANIZED UNDER THE SUPERVISION OF TOBB (UNION OF CHAMBERS AND COMMODITY EXCHANGE OF TÜRKİYE) IN ACCORDANCE WITH LAW NO. 5174.

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FORMS

Please fill out the forms related to your requests in the text where you see the letter “(F)”.

EXHIBITION TIMING TABLE

ENTRY AND SETUP			
DEADLINE FOR SUBMISSION OF FORMS: 29/03/2025			
<i>Exhibition Setup</i>	<i>Date</i>		<i>Time</i>
<i>Start</i>	20.04.2025		03:00 p.m.
<i>End</i>	23.04.2025		08:00 p.m.
	DATE	PROCEDURE	TIME
1 st DAY	20.04.2025	Start End	03:00 p.m. 09:00 p.m.
2 nd DAY	21.04.2025	Start End	09:00 a.m. 09:00 p.m.
3 rd Day	22.04.2025	Start End	09:00 a.m. 08:00 p.m.
4 th Day	23.04.2025	Start End	09:00 a.m. 08:00 p.m.
End of vehicle entry into the hall		23.04.2025	12:00 p.m.
End of decoration works		23.04.2025	08:00 p.m.
Product placement		23.04.2025	08:00 p.m.
Emptying of halls		23.04.2025	11:30 p.m.
EXHIBITION DAYS			
	Date	Opening	Closure
1st DAY	24.04.2025	10:00 a.m.	06:00 p.m.
2nd DAY	25.04.2025	10:00 a.m.	06:00 p.m.
3rd DAY	26.04.2025	10:00 a.m.	05:00 p.m.
DISMANTLING AND UNLOADING			
	DATE	PROCEDURE	TIME
Product Unloading	26.04.2024	Start End	06:00 p.m. 08:00 p.m.
Stand Dismantling	26.04.2024	Start	08:00 p.m.
Stand Dismantling	27.04.2024	End	08:00 a.m.
<u>End of Emptying Halls</u>	<u>27.04.2025</u>		<u>08:00 a.m.</u>

 During the exhibition period, no stand or product works can be conducted in the hall. Such works are presented to the Field Operations Management by filling out the “Evening Work Request Form” by the Exhibitor Company after the exhibition is closed. In case SEKTÖREL FUARCILIK Field Operations Management deems appropriate, it may allow work to be carried out in return for a fee within the periods determined.

sektörel
FUARCILIK All exhibitors taking part in the exhibition must comply with the Exhibition Timing Table. The exhibition area will be emptied in accordance with the table. No responsibility will be accepted after the hangar door is opened on the last day of the exhibition. All stands must be ready on **April 23, 2025**, the last day of the setup stage, at **08:00 p.m.**

STAND DISMANTLING

sektörel
FUARCILIK All companies must start dismantling of stands on **April 26, 2025 at 08.00 p.m.** and finish by **April 27, 2025 at 08.00 a.m.**

sektörel
FUARCILIK After the conclusion of dismantling of stands, all materials and waste at the ground must be carried in trucks to areas determined by the Istanbul Metropolitan Municipality and will be invoiced to the companies responsible. In case of any negative events during dismantling, initially the company that makes the setup of the stand and then the exhibitor company shall be held responsible.

TECHNICAL INFORMATION ON EXHIBITION SETUP

General Conditions

sektörel
FUARCILIK Stands must be setup and dismantled at times in line with “Exhibition Timing Table”.

sektörel
FUARCILIK Exhibitors can exhibit their products and services in the area reserved for themselves.

sektörel
FUARCILIK Exhibitors cannot lease out all or a part of the area leased to them and/or let others use.

sektörel
FUARCILIK Exhibitor cannot drill, glue, punch the floor of the leased space.

Setting Plan

sektörel
FUARCILIK The exhibition ground is planned by Sektörel Fuarçılık. Sektörel Fuarçılık has the right to make changes in general setting plan prepared for the exhibition ground if it deems necessary.

Standard Stand; 250 cm high stands consisting of white chipboard panel and white aluminum construction profile provided to the exhibitor company by Sektörel Fuarçılık.

sektörel
FUARCILIK Products/services or visuals displayed at the stand and all their elements must be designed to remain within the stand area and the air space of the area.

sektörel
FUARCILIK In case the exhibitor would like to close the open sides with panels, it is obliged to inform Sektörel Fuarçılık of this request in writing until at least 10 days before the exhibition opening.

sektörel
FUARCILIK On the sides facing the corridors, only the standard nameplate printed once by the Sektörel Fuarçılık will be attached to the stand area. The exhibitor company that wants to write the nameplate of the standard stands should send this information in writing to the Sektörel Fuarçılık 30 days in advance.

sektörel
FUARCILIK The nameplates will not include logo, pictures, and the similar materials apart for company name and stand number. Companies that request extra logos etc. must contact the Technical Department.

sektörel
FUARCILIK Companies that use standard stands cannot drill, nail, punch any elements of these stands like panel or glue adverts on them.

sektörel
FUARCILIK This is not a carrier system and only connecting bolts can be requested from technical supplier of Sektörel Fuarçılık to attach light photos and panels.

sektörel
FUARCILIK No adhesive material other than double-sided tape to stick posters and/or visuals. Otherwise, the damage will be borne by the exhibitor company.

sektörel
FUARCILIK In stands setup by Sektörel Fuarcılık, 1 triple group socket and power equipment (1 spot of 100 watts per 3m²) will be provided by Sektörel Fuarcılık.

In the scope of the stand participation contract, there is a stand construction from aluminum profiles and similar partition elements. The stands are constructed using aluminum beams, posts and white chipboard panels. In addition, if the stand coincides with the front of the column and culvert in modular stands, a perforated panel will be placed by the organizer considering the 50cm space requirement. No objections to this rule is possible.

sektörel
FUARCILIK In order to provide lighting, one 100 W spotlight is connected to ceiling profiles per every 3 square meters. There is one triple group socket (monophase -220V -50 Hz) in each stand. At the end of the exhibition all separator wall panels and other stand materials should be returned in undamaged conditions without any improper operations such as drilling, cutting or gluing.

sektörel
FUARCILIK Thus, using chains, hangers and similar equipment would make it easier for you to attach the posters, panels and other accessories you brought with you to the stands. Repairing or replacing all damaged or repairable materials is the responsibility of the exhibitor company. In modular stands, the name of the exhibitor company and the stand number will be included in the nameplate. The company name will be written 100 mm height, using Latin Alphabet and Arial font. Company name should not exceed 20 characters.

SPECIAL STANDS

Project Supervision and OHS

Prizma Etkinlik Risk Yönetim Servis Hizmetleri Tic. Ltd. Şti.

Savaş EROLTU

Tel: +90 (505) 790 93 32 (Proje Onay)

Seyhan ÖZÖNEY

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Tel: +90 (534) 270 58 85

Project Inspection

sektörel
FUARCILIK To ensure a safer setup and dismantling process at our fair, the inspection and approval of stand projects, as well as the supervision during setup and dismantling, will be carried out by **Prizma Etkinlik Risk Yönetim Servis Hizmetleri Tic. Ltd. Şti.**

sektörel
FUARCILIK Before the installation processes of the booths, it is necessary to upload the “**Booth Projects**” by creating an “Exhibitor Company Registration” through the www.fuarisg.com portal, by no later than **01.04.2025.**

sektörel
FUARCILIK While submitting the Booth Project, we kindly request careful adherence to the rules outlined in the Exhibitor Guide.

Companies that do not submit their projects will not be allowed to enter the fairground.

sektörel
FUARCILIK • Unapproved projects will not be allowed for installation. In order for the projects to be approved, drawings with all stand dimensions (width, length, height) clearly visible, as well as the required electrical consumption, desired electrical outlet points, and any water and air usage requests, must be uploaded to the www.fuarisg.com portal by no later than **01.04.2025**.

sektörel
FUARCILIK • The last day to share the information of the decorator responsible for the setup is March 3, 2025, by the end of working hours.

sektörel
FUARCILIK • This approval is for verifying compliance with the above-mentioned points. Electrical, mechanical, architectural, etc., applications are entirely the responsibility of the exhibitor.

sektörel
FUARCILIK • After the project inspection fees are paid, your stand project will be approved and sent. The stand inspection fee of **30 TL per square meter + 20% VAT** should be paid to the **PRİZMA ERMS account number**.

sektörel
FUARCILIK • For double-story stands, the calculation will be based on the total area of the lower and upper floors combined.

sektörel
FUARCILIK • For stands of **3.99 meters** and above, it is mandatory to submit a **commitment letter** approved by a Civil Engineer registered with the TMMOB Chamber of Civil Engineers and holding a SIM certificate.

sektörel
FUARCILIK • For double-story stands, the stand's project, technical application, static project, and commitment letter, signed and stamped by the Civil Engineer holding the SIM certificate and registered with the TMMOB Chamber of Civil Engineers, must be submitted to the Prizma Project Inspection Unit (projedenetim@prizma-hr.com) for approval.

sektörel
FUARCILIK • **For stands exceeding a height of 3.91 meters**, inspection and static control will be carried out, and a fee of **4,500.00 TL + 20% VAT** will be **paid to the PRİZMA ERMS account** for each project exceeding the height limit.

sektörel
FUARCILIK • **The maximum height** that can be installed in the exhibition area is **5 meters**, excluding balconies. For balconies, please contact us.

Prizma Etkinlik Risk Yönetim Servis Hizmetleri Tic. Ltd. Şti.

QNB FINANSBANK ATAŞEHİR Branch Iban No: TR22 0011 1000 0000 0133 7613 66

Prizma Event Risk Management Services and the Organizer (SEKTÖREL FUARCILIK) will impose a penalty on the exhibitor or decorator company that does not comply with the approved project.

OCCUPATIONAL HEALTH AND SAFETY

In order to ensure a safer setup and dismantling process at our fair, **Prizma Etkinlik Risk Yönetim Servis Hizmetleri Tic. Ltd. Şti.** will be responsible for checking the required documents for decorator employees, in accordance with Occupational Health and Safety regulations, and for conducting the **OHS** inspection during the setup and dismantling of the stands.

For Occupational Health and Safety procedures, personnel involved in stand setup and dismantling must obtain an **Entry Card** to access the area. To create entry cards, company information must be entered through the link below, and a new membership should be created. Personnel should be added, and the required documents listed below must be uploaded to the system for the relevant personnel.

To create staff cards for entry into the area during setup, company information must be entered through the link below, a new membership must be created, and the personnel working on-site should be registered in the system. The required documents listed below must be uploaded to the system during personnel registration.

Documents to be uploaded at: www.fuarisg.com :


- ❖ **SGK Employment Entry Document**
- ❖ **Basic Occupational Health and Safety Training Certificate (Validity period is 1 year)**
- ❖ **Workplace Doctor Approved Health Report (Validity period is 1 year)**
- ❖ **Vocational Training Certificate or Diploma (for Electricians)**
- ❖ **Photo**


Once the documents listed above are uploaded to the www.fuarisg.com portal, your setup entry cards will be prepared, and the "Setup Entry Cards" can be personally collected from the occupational safety department. If you do not know the login password for the www.fuarisg.com portal, please email fuarisg@prizma-hr.com to request a new password.


Merve BÜYÜKAKMAN


Phone: +90 (542) 354 48 85

E-mail: fuarisg@prizma-hr.com

 Employment of uninsured workers is not allowed in the exhibition venue. It is mandatory for field employees of exhibitor companies to have basic occupational health and safety training. According to OHS regulations, all field staff must use personal protective equipment in the area, and failure to do so may result in penal action.

 Emergency exit doors and technical rooms cannot be blocked during booth setup. Even during the exhibition period, no interference is allowed with the emergency exit corridor from the floor or above.

 Glass used in stands must be laminated or tempered glass in accordance with occupational health and safety regulations.

 For stands of 100 sqm or smaller, 1 FIRE EXTINGUISHER is required. For stands larger than 100 sqm, 1 FIRE EXTINGUISHER is required for every 100 sqm.

sektörel
FUARCILIK • Individuals under the age of 18, foreign nationals, those with a criminal record, scrap dealers, food vendors, etc., are not allowed to enter the exhibition area.

(F) Exhibitors without a stand design (special decoration) are obliged to inform the TECHNICAL SERVICE UNIT (ahmet.beyhan@tgexpo.com, semih.oksuz@tgexpo.com) of their power (KW) requests. Power use in special decoration stands is possible in return for a fee. It would not be met by the organizer. The three-phase cable requested and paid for is left from the requested point with a terminal at the end. **(FORM-1 and FORM-2)** (ahmet.beyhan@tgexpo.com - +90 (530) 700 34 96, semih.oksuz@tgexpo.com - +90 (546) 104 91 58)

(F) In the decoration plan, the exhibitor company must show on **FORM-2** the exit points of technical requests on a 26x70 cm base and with 100 mm letter size on it, visible from the corridors.

(F) Exhibitors are obliged to send power requests until **March 29, 2025** to Sektörel Fuarçılık. **(FORM-1 and FORM-2)** (ahmet.beyhan@tgexpo.com - +90 (530) 700 34 96, semih.oksuz@tgexpo.com - +90 (546) 104 91 58)

sektörel
FUARCILIK • The company will carry out the electricity distribution and lighting of the stand itself.

sektörel
FUARCILIK • The products/services or visuals to be exhibited at the stand and all their elements must be designed to remain within the stand area and its airspace. Companies should be careful that they do not occupy neighboring stand areas and corridors.

sektörel
FUARCILIK • The exhibitor company will prepare the wall and ceiling construction of the stand. Only double-sided tape can be used for carpets and similar materials attached to the floor. It is obligatory to clean these bands from the ground during stand dismantling.

sektörel
FUARCILIK • Services given to Special Decoration Stands are limited with provision of suitable square meter space at exhibition ground and including the company in exhibition catalogue. Exhibiting companies that prefer to exhibit in their special decoration stands receive their stand space empty. The exhibitor company can setup its stand by itself or with it contracted decoration company.

sektörel
FUARCILIK • **Company projects will be examined by the exhibition management at every stage. In case of inappropriate stands (height rule, closure of grilles and incorrect use of space, etc.), project will not be approved and stand setup will not be allowed.**

sektörel
FUARCILIK • Security personnel have the authority to not accept employees that do not display their work permit cards to the exhibition ground.

sektörel
FUARCILIK • Exhibition management and the organizer are authorized to remove or change any accessory, equipment and stand applications that are not found suitable, whose setup was not approval before setup, and which violates safety and technical rules. All relevant costs and penalties will be borne by the exhibitor.

sektörel
FUARCILIK • The maximum height determined for the materials used in the setup of the stands is **5 meters** in the stands at the center of exhibition ground, unless the organizer company has a special request according to the exhibition. Stand platform heights will be a maximum of 10 cm. (This height is included in the total stand height limit). For special stand heights, please refer to the relevant article.

sektörel **FUARCILIK** • The sides of the stands facing the corridor must remain open 65%. Each side facing the stand visitor corridors should be 65% open and should not block the views of the surrounding stands. (Example: It is forbidden to create a blind dark corridor by building a straight wall in the corridor.)

sektörel **FUARCILIK** • Exhibition stands, poles and products on display must not cause danger for anyone.

sektörel **FUARCILIK** • In case a stand wall that is higher than the walls of neighboring stands would be built, the part visible from the neighboring stand will always be kept clean and tidy, without disturbing the integrity of the exhibition ground and the neighboring stand. Please note that it is against the rules to hang company names and logos on the back of these walls. The outer surfaces of the stands, which is visible from the corridors, should also be decorated.

sektörel **FUARCILIK** • The fire certificates of the stand materials used must be provided by the manufacturers of the stands together with the special decoration projects. Accordingly, all materials used must be made of non-flammable or fire-resistant materials. In case requested, certificate on fire resistance of the materials used may be requested from the companies.

sektörel **FUARCILIK** • The exhibitor must be careful not to nail its covering material to the floor. It is possible to cover the floor with carpet using double-sided tape. For other coverings, it is recommended that the exhibitor paves the booth floor with a wooden platform and applies covering material on it. Carpet and wall partitions inside the stand can be provided by the organizer for a fee if requested.

sektörel **FUARCILIK** • Paint or mortar should not be applied directly to the floor of the halls. Oil spilled on the floor, etc. materials should be cleaned immediately. Spray paint or paint applied to the floor will be subject to penal action against the exhibitor or decorator company.

sektörel **FUARCILIK** • Stands should be placed in accordance with the use of fire detection equipment and fire extinguishers.


sektörel **FUARCILIK** • Roof construction, lighting spots, nameplates, power use in special decorated stands are not covered by the organizer.


sektörel **FUARCILIK** • During the setup and dismantling stage, the exhibitors or the stand setup team must completely remove the double-sided adhesive tape they used before the carpet or floor covering from the floor. The costs of repair and replacement of all damaged areas and/or equipment after dismantling will be claimed from the organizer. It is strictly forbidden to change, damage, pollute or stain any area (walls, columns, floors, etc.) in the halls. It is strictly forbidden to cover the fire extinguishing points and grilles on the columns in the stands.


sektörel **FUARCILIK** • Special stands cannot be set up in a way that will affect the appearance of or mislead neighboring stands. If the side and rear panels are higher than the neighboring stands, the high part facing the neighboring stand must be covered with a black or white, non-transparent material.

sektörel **FUARCILIK** • Neighboring companies should contact each other in order to avoid conflicts between neighboring stands. The authorized officers of the companies will be given by the Sektörel Fuarcılık, if requested. According to the number of sides determined in the contract, the height of the back walls should be at least 250 cm. Sektörel Fuarcılık is not liable for the conflicts that may arise due to the height difference of the neighboring stands, even if the production is made in accordance with the specified maximum heights.


Order and Dimension of Stands


 Dimensions of the stands are determined on the basis of multiples of square meters. No exhibition or promotional material can go beyond the projection of the space rented by the exhibitor.


 Exhibitor organizations are obliged to use the partition elements they are given without damaging and they will carry out the decoration works without using nails, dowels and similar fasteners to spare damages to floors and walls.

 The companies in the side stand arrangement cannot display any logo, text, advertisement, photo, etc. on the surfaces adjacent to the neighboring stand. Organizations that need a more liberal display layout can set up specially designed stands. In special stand applications that do not want a standard stand system, “setting up a perimeter or back wall” belongs to the exhibitor.


Two-Floor Stand Application

 **Maximum height** of two-floor stand applications is **5 meters**.


 The plans of the two-floor stands must be approved by the project supervisor and the organizer. When two floors are used, no increase can be made in the overall height of the stand. The load-bearing elements, the ceiling of the lower floor, as well as the floor of the upper floor, must not be of easily combustible materials. The width of all stairs must be at least 1 meter.


 The straight line distance of the stairs to any point on the upper floor **should not exceed 20 meters**. The plans of the two-floor stands must be approved by the exhibition management and the organizer. In addition, exhibitor has to notify the organizer of the static application of the stand.

Decoration of Stands


 Internal decoration of stands and product displays and relevant expenses shall be borne by exhibitors.


Setup of Stands

 Time given to exhibitor companies for setup and internal decoration of stands are described above in detail.


 **The exhibition will open at 9:00 a.m. on April 24, 2025, thus exhibitor companies have to complete their special stands until 8:00 p.m. on April 23, 2024.** Sektörel Fuarçılık is authorized to interrupt and stop companies that cannot complete their works at the end of this period.

It is obligatory to complete the works other than the interior decoration outside the exhibition area and to leave only the finishing touches with assembly to this one-day period.


 Due to fire safety, the stand construction should not close the fire doors and should be planned in a way that always provides access to the fire doors. The front of the fire doors cannot be covered with any material.


 If any action is taken before or during the exhibition that jeopardizes the prestige (reputation) of the exhibition, the decorator company and the exhibitor company responsible for


the installation will be subject to penal action. Sektörel Fuarçılık will not be held responsible for any material or immaterial damages arising from these actions.


 The following actions are strictly prohibited during the installation and dismantling phases: drywall, boardex, etc. panels, spray and pressure painting systems, welding operations (except for joining welding), oxygen welding, pressure cylinders, the use of air conditioning and heating components in the stands, and cutting or sanding activities. Cutting and sanding are allowed only for short periods, provided that dust-collecting bags are used.


GENERAL RULES

 It is strictly forbidden to close the areas where fire cabinets and grilles are located.


 In the stands that are by ventilation grilles, materials that will not affect the ventilation (tulle, perforated chipboard, aluminum grille, etc.) must be used by leaving a gap of at least 50 cm from the end of the grille. Companies that do not comply with the rule will be penalized by SEKTÖREL FUARCILIK.

 All kinds of work at the Technical Service section (manhole) will be conducted by the Technical personnel of Istanbul Expo Center. In case unauthorized work is detected, **a penalty of 200 EURO is applied.**

 Films and photographs of stands can only be taken by photo organizations approved and/or authorized by the organizer, with the permission of the stand official.


 Passenger cars and motorcycles will not be allowed in the ground during the exhibition.


 Volume should be kept at a minimum (**80db**) at stands to keep sound inside the stand.


 If a machine would be exhibited at the stand, environmental safety must be ensured as long as the machines are running. Machines that produce exhaust gas, which poses a health risk, cannot be operated.


 During setup vehicles can enter the ground only as long as allowed by the organizer.

Vehicles can enter the ground only to load and unload. The ground cannot be used as a carpark.

 The leased space must be received and handed over clean.





 The organizer is not liable for lost, theft or damage to the exhibitor's belongings.

 It is strictly forbidden to change, damage, pollute or stain any area (such as walls, columns, floors) in the halls.

 During the exhibition setup, exhibition period, and dismantling, smoking and alcohol consumption are strictly prohibited in the halls and stands.

DURING THE EXHIBITION;

The following actions are subject to permission:

-  Distributing print materials outside stand areas,
-  Advertising at exhibition ground and its surrounding,
-  Advertising non-exhibiting companies or displaying their products,
-  Using empty spaces as warehouse without the organizer's permit,

EXHIBITOR SERVICES

1. Exhibition Catalog

You are required to fill in the relevant information through the **Information Request Form** sent to the email addresses listed in the exhibitor list. It is important that your company details, which will be included in the exhibition catalog, are completed accurately and in full in both Turkish and English. Exhibitors who do not complete the form within the specified timeframe will not be included in the catalog. **For any questions, you may contact our marketing team.**

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Oğuzhan GÜLTEKİN

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2. Exhibitor Badges

You are required to fill in your badge details using the badge forms in Excel format sent to the email addresses listed in the exhibitor list and send the completed Excel files to us. Exhibitors who do not carry their badges will not be allowed to enter the exhibition. Exhibitors can collect their badges from the exhibitor counters one day before the exhibition and on the opening day. For any questions, please contact our marketing team.

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e-mail: dilara.ay@tgexpo.com

Tel: +90 (216) 338 45 25

Oğuzhan GÜLTEKİN

Pazarlama Uzmanı

e-mail: oguzhan.gultekin@tgexpo.com

Tel: +90 (216) 338 45 25

3. Exhibition Invitation


The exhibition management and organizer will send each exhibitor an invitation in accordance with their stand size. Additionally, you can send free invitations to your visitors via a link through the TG Expo Online Ticket platform: <https://bit.ly/4hpvwD1>


REQUESTING ORDER FORMS

(F) Fill out the forms at Exhibitor Guidebook **(FORM-1 and FORM-2)** fully (Hall no, stand no, company name, etc.) and e-mail until the date given on timing table (ahmet.beyhan@tgexpo.com - +90 (530) 700 34 96, semih.oksuz@tgexpo.com - +90 (546) 104 91 58)

Exhibition management and organizer cannot guarantee the availability of services and materials ordered after this date. With the confirmation of your orders, complete your payment up to 15 working days before the start date of the exhibition. Standard charges apply to unpaid requests. In case of an inappropriate situation, SEKTÖREL FUARCILIK has the authority to cancel the service and the ordered materials.


TECHNICAL RULES


 The maximum floor load in the exhibition area is 2,500 kg per 1 square meter.


 For requests that require energy greater than 15 kW, a device (controller, regulator, etc.) must be installed inside the stand that limits the peak current of the device.


(F) It is obligatory to determine the demands such as electricity, water and ventilation before laying the floors of the special stands during the exhibition setup stage. **(FORM-1 and FORM-2)**

(F) It is obligatory to leave an “intervention cover” at the manhole, which is the main exit point of the electricity supply cable and should be designed to be intervened at any time against possible adverse situations. **(FORM-2)**

 In cases where electricity (Kw) demands are notified incompletely, you may be held responsible for any negative situations. In case the overload is documented, the kW fee and service fee are increased by 50%.

 All electrical materials and equipment used by the exhibitor and/or decorator must comply with IEC and TSE standards.

 Exhibitors and decorators who do not use electrical panels, components and 30 mA residual current relays in accordance with TSE standards are not provided with electrical connections due to occupational health and safety.

 Technical personnel who make electrical and all kinds of technical equipment must have sufficient qualifications.

SHIPPING, CUSTOMS CLEARANCE AND HANDLING

Official Logistics Supplier

GRUPTRANS ULUSLARARASI TAŞ. VE TİC. A.Ş.

Contact: murad@gruptrans.com

umran@gruptrans.com

info@gruptrans.com

Phone No: +90 212 426 27 28

E-Mail: info@gruptrans.com

Delivery Address: Ahi Evran Cad.No:6 42 Maslak Ofis 3 Kat:3 D:2 Maslak Sarıyer, İstanbul / Türkiye

All shipping operations in the exhibition area are carried out by **GRUPTRANS A.Ş.**, the official contracted unit of the İstanbul Expo Center. Sektörel Fuarcılık A.Ş. is not liable for the risks arising from the processes of the agency. Exhibitors who want shipping service in the exhibition area will contact the Official Carrier. Sektörel Fuarcılık A.Ş. does not accept responsibility in case the Official Carrier changes the prices.

Although, there is no obligation to work with an official carrier for customs clearance, temporary importation, shipping etc. services outside the exhibition ground, it is recommended.

REQUIRED DOCUMENTS FOR TEMPORARY IMPORTATION

The following information is received from the Official Carrier company and they should be contacted to verify. Receiver should be the following in all documents;

e-mail: info@gruptrans.com

Tel: +90 (212) 426 27 28

Teslimat Adresi: Ahi Evran Cad.No:6 42 Maslak Ofis 3 Kat:3 D:2 Maslak Sarıyer, İstanbul / TÜRKİYE

ATA CARNET

While the ATA Carnet eliminates some of the customs procedures, it also eliminates the need for temporary import security. The ATA Carnet is prepared by the (exhibitor's) local chamber of commerce affiliated with the International Chamber of Commerce Bureau operating in more than 50 countries. All exhibitors are advised to send their materials with an ATA Carnet. In Part B of the ATA Carnet, as an exhibitor; **GRUPTRANS INC.**” or “based on the power of attorney” must be written. In case the ATA Carnet is prepared “based on the power of attorney”, the power of attorney is required and must be approved by the local CHAMBER OF COMMERCE. The name of the exhibition should be written in Part C. If the exhibitor fills the ATA Carnet in a way different than the ones mentioned above, **GRUPTRANS** cannot be held responsible for the delay in customs clearance.

TEMPORARY IMPORTATION

In case the ATA Carnet cannot be submitted, the documents listed below must be provided for temporary importation and a bid bond must be paid over the CIF value of the material.

Commercial invoice showing unit price, serial number, type of goods of all materials (1 original 2 copies, not proforma) -Package List (2 copies) - A.TR or EUR-1 (for shipments originating from EEC countries)

Certificate of Origin (for non-EEC countries) - Invoice and packing list; may be combined on a single document, provided that dimensions, weight, content and unit prices are clearly stated. Pictures showing serial numbers must be sent to us in advance. It is recommended that the invoice price for books, brochures and consumer goods be set at the lowest possible estimated value. Invoice should read "Free of charge, customs value only". While there are no restrictions on brochures, consumables and giveaways are subject to customs duties and taxes. Expenses are collected in cash at the exhibition ground from exhibitors that do not use agencies. All invoices should be issued for **GRUPTRANS A.Ş.**

POWER OF ATTORNEY

Exhibitors that request services offered by the official carrier must issue a power of attorney on behalf of **GRUPTRANS**. This power of attorney must be approved by the exhibitor's local chamber of commerce. In order to eliminate possible problems after the exhibition, this power of attorney should have a validity of 1 year.

ARRIVAL DATES

The following arrival dates are determined to allow exhibitors the longest possible time for shipment of the exhibition materials. The dates are determined in accordance with the information received from the organizer.

Road shipments: 5 working days before the delivery date to the stand

Air shipments: 5 working days before delivery to the stand

Sea shipments: 10 working days before the delivery date to the stand

Before shipment, final check and approval of documents must be completed.

Shipments arriving on or after the above-mentioned dates may require special handling in order to be ready on time at the exhibition ground. Extra costs that may occur during this time will be invoiced to the exhibitor.

At the same time, the tariff for the said materials is applied with an increase of 50%. However, **GRUPTRANS** cannot be held responsible for late shipments not being delivered on time.

LABELING AND PACKAGING

All materials should be carefully packaged to withstand handling, weather and outdoor storage conditions in accordance with international shipping rules.

GRUPTRANS cannot be held responsible for any damage caused by the storage of empty boxes in an open area. If materials are to be shipped again at the end of the exhibition, reusable crates are required. All cardboard boxes and crates must be labeled on both sides. For shipments in pieces or in containers, it is recommended that each piece carries the same label. The label should contain the following information:

Company name:

Exhibition Name:

Hall No / Booth No:

Total Number of Containers:

Number of the current container:

PREPARATION OF DOCUMENTS

Shipment documents should be prepared as follows:

Recipient: GRUPTRANS ULUSLARARASI TAŞ. VE TİC. Inc.

Exhibitor:

Statement: GRUPTRANS ULUSLARARASI TAŞ. VE TİC. Inc.


Freight: Prepaid


All shipments must be notified in advance to **GRUPTRANS Istanbul Office** with AWB, B/L or CMR documents, shipping dates, piece quantities, weight and other relevant information.

DELIVERY OF MATERIALS FOR DISPLAY


Materials to be exhibited at the stands should only be sent when the stands become suitable to accept materials. At the stands, the exhibitor themselves or an employee must be present to receive the materials sent. The organizer cannot receive materials on behalf of the exhibitors and cannot take responsibility and be held responsible for their safe storage. Since the entrance to the exhibition area is restricted, the exhibitors must carry out the works such as material delivery, loading and unloading in the reserved areas. Loading and unloading vehicles should not be left without a responsible person. All activities within this scope within the exhibition ground will be carried out under the management of authorized official carriers and security officers of the exhibition.


POWER AND LIGHTING

 It is strictly forbidden for another company or person to deal with electrical works or intervene in the installation outside the stand allocated to the companies in the exhibition area without the approval of the organizer.

 The exhibitor will ensure that the materials used for electricity distribution in the stand comply with the standards, and the organizer will not be responsible for any accidents that may occur. Any problems should be reported to the organizer immediately. Sektörel Fuarçılık A.Ş. cannot be held responsible for any loss or damage to electricity.

The requested power is provided to the stand with a cable outlet with terminals at the non-powered end. The exhibitor shall be responsible for establishing connection. Special grounding must be requested in advance.

 Generally stand power is closed 30 minutes after exhibition closing time.

 In case exhibitor requests from exhibition management in advance and as a result of confirming compliance of installation, 24-hour power can be provided to stands.

PRESSURE AIR

The infrastructure of the exhibition ground is in a way as to supply pressure air. Pressure air has a power of 7 bar. Air installation inside the stand must be completed by the exhibitor. Exhibitors must obtain compressed air from the organizer. They are not allowed to run compressors and use this air in their stands. Exhibitors are obliged to use the correct air filter. For security reasons, the air will be cut off 30 minutes after the exhibition closes. Exhibitors who want to use this service are required to fill in the relevant part of the Online Exhibitor Guide FORM 1.

WATER SUPPLY and DRAINAGE

Water connection and drainage will be provided upon request and for a fee. Water supply is made by leaving a hose end inside the stand. Plumbing in the stand is covered by the exhibitor. There is 12 Atm pressure water available. It is not drinkable. For safety reasons, water will be cut off 30 minutes after the exhibition is closed. Exhibitors who want to use this service must fill in the Online Exhibitor Guide **FORM 1** and submit it to the organizer.

FIRE PRECAUTIONS

Exhibitors concerned about fire hazard due to the material they exhibit should have their own special type of fire extinguishing equipment at their stands. Exhibitors should ensure that their personnel can use these fire equipment correctly and are aware of the nearest emergency exits.

TRANSPORTATION and ACCOMMODATION

Official Travel Agency









Eğitim Mahallesi Poyraz Sokak Ertogay İş Merkezi Kat:5 Daire:14 Kadıköy/İstanbul Türkiye

E-mail: info@expolandtour.com

Phone No: +90 216 418 22 22

Fax: +90 216 418 22 62

SERVICES

-  Tour Flight ticket reservation and sale,
-  Tour Accommodation,
-  Tour Rent-a-car,
-  Tour Airport transfers at arrival and departure,
-  Tour City tours,
-  Tour Tours and accompanyist programs before and after the exhibition,

OBLIGATIONS and INSURANCE

OBLIGATIONS

The organizer cannot be held responsible for any loss or damage that may occur during the exhibition and for any accidents that may involve exhibitor employees and visitors.


It is recommended that the exhibitors get an “all risk” insurance for their materials against all kinds of damage. Exhibitors will be held responsible for any damage caused to third parties by themselves, their employees or contractors. All exhibitors agree that they will not hold the organizers responsible for any damages, defects and claims that may arise as a result of their exhibition in this exhibition. In case the exhibitors insure their goods and employees at the exhibition, it is recommended to include a clause where the organizers are considered as third party insured.


INSURANCE AGENCY


According to the procedures and principles regarding the organization of domestic exhibitions, it is obligatory for the organizer to take out “third party liability insurance” covering the issues determined by the association for each exhibition it will organize. Sektörel Fuarcılık A.Ş. has done this. The organizer agreed with an authorized insurance agency to meet the insurance claims of the exhibitors. Those who want to benefit from this service should contact the authorized company.

STANDARD STAND MATERIALS AND ADDITIONAL MATERIALS


Exhibitors that need additional stand materials such as furniture, television can contact (ahmet.beyhan@tgexpo.com.tr - +90 (530) 700 34 96, semih.oksuz@tgexpo.com - +90 (546) 104 91 58) for package stand and additional materials.


 Your orders may be guaranteed after payments are complete.

 All technical equipment, materials, and stand items are leased during the exhibition to take back. The leased items are not disposable and might not always look brand new.

 During delivery exhibitor confirms and agrees that the items are in good condition.

Complaints about service or material quality must be mentioned to the organizer in writing on the first day of the exhibition.

 Leased materials cannot be transferred to third parties without written permission of the organizer. In case a faultless material is not wanted, payment made in advance cannot be refunded.

 In case repair or renovation of damaged or lost materials are required, this will be invoiced to the exhibitor.

Recommended Stand Company

Esteemed Exhibitor,



As TG Expo Uluslararası Fuarcılık A.Ş, we have accomplished many firsts in the industry since our establishment and have been an innovative brand supporting development of Turkish exhibition industry. With exhibitions we assumed organization of individual or national participation for all around the world and organized in Türkiye, we ensure Turkish companies present their products in international markets, establish new business relations to expand their export volumes.



As TG Expo, ensuring you, our esteemed exhibitors experience a successful and plentiful organization is among our priorities. In this scope, we can comfortably mention that with our subsidiary **TG DİZAYN** we can complete your stand setup without any problems. Remember to get your stand offer after you complete your space lease (exhibition participation) contract.



You can be sure we will make a difference in the offers you will receive.

As TG Expo we recommend that you cooperate with our subsidiary **TG DİZAYN** in this Project and hope that our cooperation will increasingly continue.



Contact:

Beyza Perker

Tel: +90 (555) 109 71 97

e-mail: beyza.perker@tgdizayn.com

A TYPE MAXIMA STAND



SERVICES INCLUDED IN THE PRICE :

- Maxima system channel-mounted stands;
- Height for stands 250 cm
- Stand construction (Black)
- Stand panels (White)
- Stand frontage will be placed on open facades (including company name printing and mounting)
- Lighting 100 watt LED projector for every 5m²
- Stand per 12 m² ; Glass table 1 piece, chair 3 pieces, 1 trash can, 1 multiple electrical outlet and 1 counter.
- First day cleaning

PRICE : 60 EURO (per square meter)+VAT

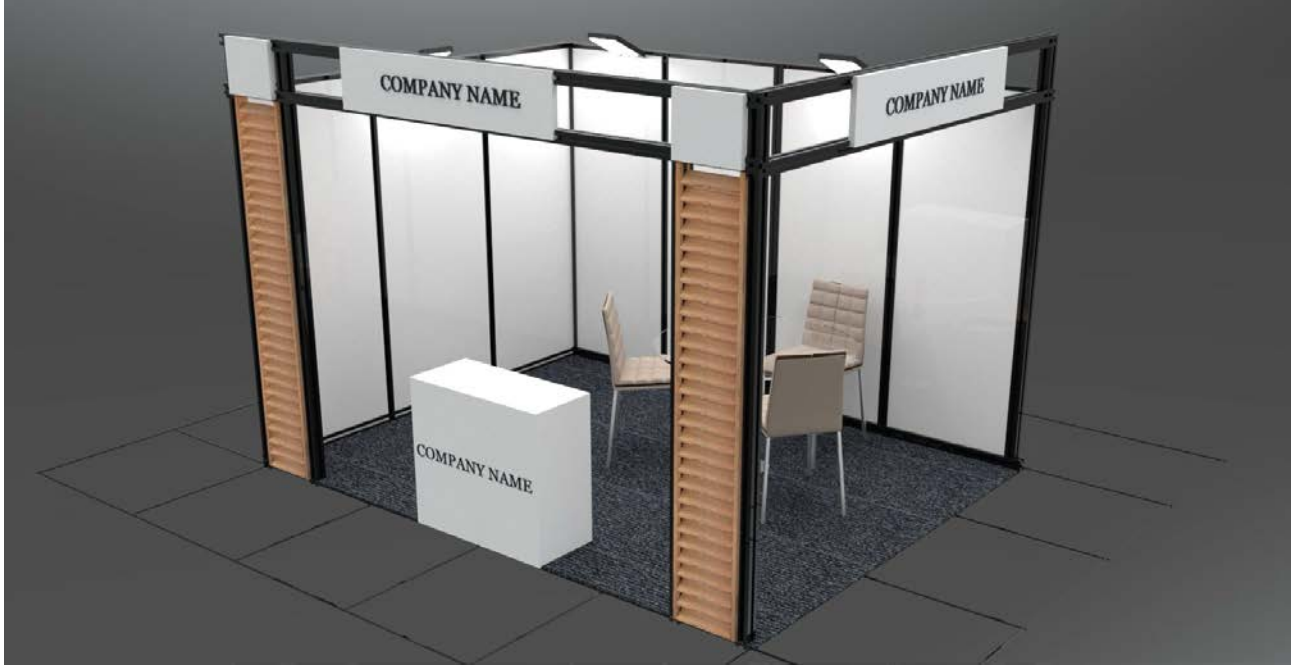
Domestic Operations Manager
Ahmet Beyhan

Phone: +90 530 700 34 96

E-mail: ahmet.beyhan@tgexpo.com

Eğitim Mah. Poyraz Sok. Ertogay İş Merkezi No:3 Kat:9 D:27 Kadıköy - İstanbul / Türkiye

B TYPE MAXIMA STAND



SERVICE INCLUDED IN THE PRICE:

- Maxima system channel-mounted stands;
- Height for stands: 300 cm front facade, 250 cm rear walls
- Stand construction (Black)
- Stand panels (White) Wooden patterned separator in open areas on the front facade.
- Stand frontage will be placed on open facades (company name printing and mounting included)
- Lighting : 100 watt LED projector for every 5 m2
- Stand : 1 glass table , 3 chairs, 1 trash can, 1 multiple electrical outlet and 1 counter per 12 m2
- First day cleaning

PRICE : 65 EURO (Square meter unit price) +VAT

Domestic Operations Manager
Ahmet Beyhan

Phone: +90 530 700 34 96

E-mail: ahmet.beyhan@tgexpo.com

Eğitim Mah. Poyraz Sok. Ertogay İş Merkezi No:3 Kat:9 D:27 Kadıköy - İstanbul / Türkiye

C TYPE MAXIMA STAND



SERVICE INCLUDED IN THE PRICE:

- Maxima system external knitted stands;
- Height for stands 300 cm
- Stand construction (Black)
- Stand panel (White) Wooden patterned separator in open areas on the front facade.
- Stand frontage will be placed on open facades (including company name printing and installation)
- Lighting 100 watt LED projector for every 5 m²
- Stand per 12 m²; Glass table 1 piece, Chairs 3 pieces, 1 trash can, 1 multiple electrical outlet, 1 counter (including company name or logo printing and installation), storage area with locked doors and artificial flowers.
- First day cleaning

PRICE : 80 EURO (Square meter unit price) +VAT

Domestic Operations Manager
Ahmet Beyhan

Phone: +90 530 700 34 96

E-mail: ahmet.beyhan@tgexpo.com

Eğitim Mah. Poyraz Sok. Ertogay İş Merkezi No:3 Kat:9 D:27 Kadıköy - İstanbul / Türkiye