



YAPI
TURKEYBUILD
İSTANBUL

2023

EXHIBITOR MANUAL

Organiser



ABOUT EXHIBITOR MANUAL

Dear Exhibitor,

We would like to thank you for your participation in **the 45th YAPI – TURKEYBUILD ISTANBUL**.

We have created this Exhibitor Manual to make sure you are well prepared for the exhibition. Please read all information and instructions carefully, including the deadlines given in the Exhibitor Manual!

The Exhibitor Manual is intended to inform the Exhibitors about their responsibilities before, during and after the exhibition. Articles under the contract covering the Exhibitor's stand position and similar articles are for general information purposes.

Important Reminder

The deadlines for the services which will be provided by "ICA BUILD FUARCILIK A.Ş." are included in the "Exhibitor Schedule".

In order that services may be provided in full, all necessary forms must be completed and sent to ICA BUILD FUARCILIK A.Ş. via e-mail by March 27, 2023 at the latest.

Our Operation department will be more than happy to assist you.

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Best Regards.

Banu Keskin

Event Director

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ABOUT THE EXHIBITION

Name of the Exhibition:	45 th YAPI – TURKEYBUILD ISTANBUL
Subject of the Exhibition:	Construction, Building Materials and Technologies Exhibition
Date of the Exhibition:	April 26 – 29, 2023 (Wednesday – Saturday)
Address:	Tüyap Fair and Congress Center, E-5 Karayolu üzeri Cumhuriyet Mahallesi, Eski Hadımköy Yolu Caddesi 9/1, 34500 Büyükçekmece, İSTANBUL
Visiting Hours	Wednesday – Friday: 10:00 – 18:00 Saturday: 10:00 – 17:00

ORGANIZER'S CONTACT

Exhibition Director

Banu Keskin	Event Director	banu.eser@icaevents.com.tr
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Müjde Kutan	Customer Success Assistant	+90 212 970 8363	eda.ilhan@icaevents.com.tr

OFFICIAL CONTRACTORS' CONTACT

The contact information that belongs to the subcontractor companies which can help you with your questions is available below.

LOGISTICS

GRUPTRANS

Yenibosna Merkez Mah. Kuyumcular Sok. No:4 - C1 Blok
Daire 220, Vizyon Park, Bahçelievler İstanbul

Official in Charge : Murad Fakir
Phone : +90 (212) 426 27 28
Fax : +90 (212) 624 68 69
E-mail : info@gruptrans.com
Web : www.gruptrans.com

ACCOMMODATION

BONANZA TOURS

Cumhuriyet Cad. Can Apt. No:185/1
Harbiye 34373 İstanbul

Official in Charge : Serdar DOĞAN
Phone : +90 (212) 291 99 33
Fax : +90 (212) 230 91 71
E-mail : info@bonanza-tours.com
Web : www.bonanza-tours.com

HOST - HOSTESS

MESS AJANS

Merkez Mah. Çukurçeşme Cad. Aşıcı İş Hanı No:19/33
Gaziosmanpaşa İstanbul

Official in Charge : Muhammet Emin Salamcı
GSM : +90 530 235 39 34
E-mail : info@messajans.net
Web : www.messajans.net

OHS DOCUMENTS and PROJECT AUDIT

SAKA GRUP OHS DOCUMENTS AND PROJECT

Official in Charge : Duygu Saka
GSM : +90 545 830 12 08
E-mail : destek@sakagrup.com

CATERING

SARDUNYA

Merkez Mah. Çukurçeşme Cad. Aşıcı İş Hanı No:19/33
Gaziosmanpaşa İstanbul

Official in Charge : Çiğdem Bakal
Phone : +90 212 886 66 79
E-mail : cigdem.bakal@sardunya.com
Web : www.sardunya.com

EMERGENCY NUMBER

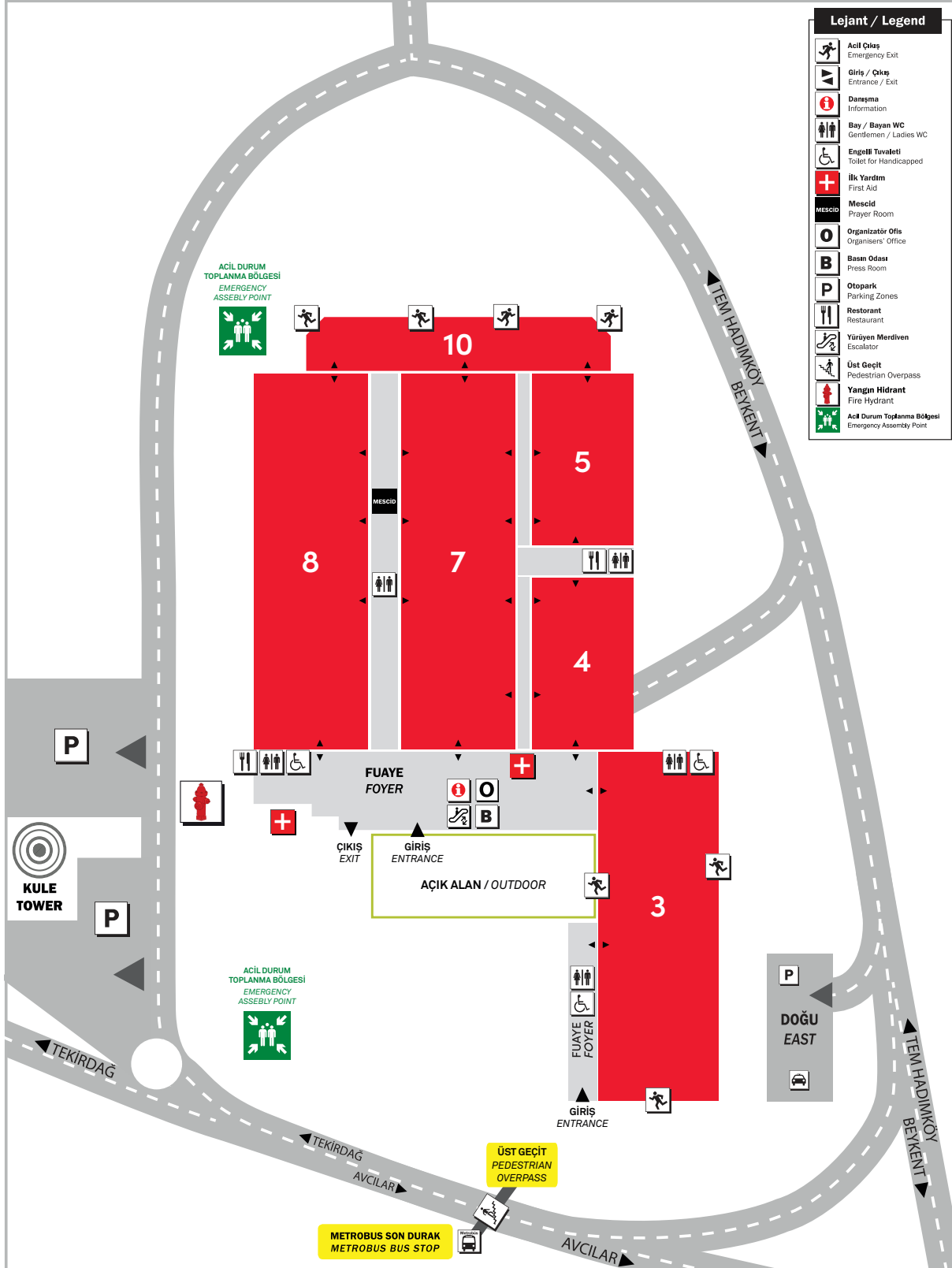
Emergency Service 112

GENERAL INFORMATION

About the Venue

Address: Tüyap Fair and Congress Center, E-5 Karayolu Üzeri Cumhuriyet Mahallesi,
Eski Hadımköy Yolu Caddesi 9/1, 34500 Büyüçekmece, İSTANBUL

General Layout of the Venue



Transportation to the Venue

Contact information of the Organizer Office which will provide services between the dates 18-19 April and 24-29 April 2023:

Organizer's Office:

Location: Ege Office

Phone: +90 212 867 11 81



Tüyap Fair & Congress Center, Büyükçekmece, ISTANBUL, TURKEY

You can use the Marmaray and Metrobus lines in order to arrive at the Exhibition more quickly.

Exhibition's Visiting Days and Hours

Date of the Exhibition: April 26 - 29, 2023 (**Wednesday - Saturday**)

Visiting Hours: **Wednesday - Friday:** 10:00 - 18:00

Saturday: 10:00 - 17:00

Exhibitor Manual Clarification Text

As ICA BUILD FUARCILIK A.Ş., we attach importance to the security of your personal data processed by us as the data controller defined in the Law on Protection of Personal Data No.6698. Therefore, we would like to inform you about the processing of your personal data.

Purpose and Legal Reason of Processing Your Personal Data

Your personal data are processed in accordance with the Personal Data Protection Law No.6698 and secondary regulations for the following purposes and legal reasons: In this context, your personal data such as the "Name-Surname, E-mail Address and Telephone Number, Profession Details, provided by status of being an Exhibitor and the Exhibitor Manual presented to the exhibitors, Contact Information, T.R. Identity Number, Tax Number, Bank Account Information, Workplace Address Information, Additional Service Information will be processed in order to be an Exhibitor and be contacted for event preparation period in accordance with the legal reason that the processing is necessary, provided that a contract has been established and it is directly related to the execution of the contract in accordance with Article 5/2-c of the Law No. 6698.

Transfer of Personal Data

ICA BUILD FUARCILIK A.Ş. will be able to share your personal data with partners and affiliates (and / or third party business partners and solution partners that need to be shared in order to fulfill the works) and suppliers (Occupational Health and Safety, Technical Service, Additional Service, Cleaning, Security, Logistics Companies) for the purposes listed above in accordance with the 8th and 9th articles of related Law.

Collection Methods of Personal Data

ICA BUILD FUARCILIK A.Ş. collects your personal data mentioned in this clarification text, along with your other information you have shared by other methods after contacting ICA BUILD FUARCILIK A.Ş.

Your Rights Regarding Your Personal Data

By applying to ICA BUILD FUARCILIK A.Ş. as a data owner; if you submit your requests to ICA BUILD FUARCILIK A.Ş. regarding your rights enumerated in Article 11 of Law No. 6698 in accordance with the application procedures stipulated in the Communiqué on Application Procedures and Principles to Data Controller, ICA BUILD FUARCILIK A.Ş. will conclude your request free of charge as soon as possible and within 30 (thirty) days at the latest, depending on its nature. However, if the transaction requires an additional cost, ICA BUILD FUARCILIK A.Ş. will be able to request the fee in the tariff determined by the Personal Data Protection Board.

Exhibitor Badge, OHS Badge and Visitor Entry Ticket Information

Exhibitor Badge: It is used by the personels who are responsible for stand works in the Exhibitor's stand area.

Exhibitor Badges are delivered from the exhibitor entrance.

- Any requested extra Exhibitor Badge will be obtained in the venue.
- The Exhibitor Badges given to the exhibitors are private and can not be transferred to anybody else.
- Without the badges, the exhibitors can not enter the venue.

OHS Badge: It is obligatory for the exhibitors and Stand Designer Companies that will build up the stands, so that they may gain access to the venue and work in the venue during the Buildup days.

Visitor Badge: It used by the visitors for the visitors to have access to the venue on the exhibition days.

Exhibitor Badge, OHS Badge, and Exhibition Ticket Distribution Points

Exhibitor Badges	Badge Delivery Points	Badge Delivery Points Active Days	Opening Time	Closing Time
Valid through April 26 - 29, 2023 (Wednesday - Saturday) Delivered to Exhibitor company personnel that will be present in the venue on Exhibition days.	Exhibitor Entrance (Page: 7/General Layout)	April 24, 2023 - Monday	12:00	18:00
		April 25, 2023 - Tuesday	09:00	21:00
		April 26, 2023 - Wednesday	08:30	18:00
		April 27, 2023 - Thursday	08:30	18:00
OHS Badges	Badge Delivery Points	Badge Delivery Points Active Days	Opening Time	Closing Time
Valid through 09:00 – 20:00 on April 18-19, 2023 (Tuesday-Wednesday) and 09:00-18:00 on April 24 - 25, 2023 (Monday - Tuesday) Note: Delivered to people that will enter the venue on Buildup days. • It is not allowed to enter the venue without OHS Badge.	• Hall 10 Entry (for Halls 7 and 8) • Between Hall 3 and Hall 4 Entrance (for Halls 3 and 4)	April 18-19, 2023, Tuesday-Wednesday	09:00	18:00
		April 24-25, 2023, Monday-Tuesday	09:00	20:00
Visitor Entrance Tickets	Badge Delivery Points	Badge Delivery Points Active Days	Opening Time	Closing Time
Valid through April 26 - 29, 2023 (Wednesday - Saturday) Note: Delivered to people who will visit the Exhibiton on Exhibition days.	Visitor Entrances	April 26, 2023 - Wednesday	10:00	18:00
		April 27, 2023 - Thursday	10:00	18:00
		April 28, 2023 - Friday	10:00	18:00
		April 29, 2023 - Saturday	10:00	17:00

Accommodation

Please contact BONANZA TOURS for more information about special rates for accommodation and travel services offered in YAPI - TURKEYBUILD ISTANBUL.

Bonanza Tours offers special discounts to exhibitors and visitors as follows:

- Hotel Reservation
- Airplane Ticket

Bonanza Contact Information

Official: Serdar Doğan

Address: Cumhuriyet Cad. Can Apartmanı 185/1 Harbiye İstanbul

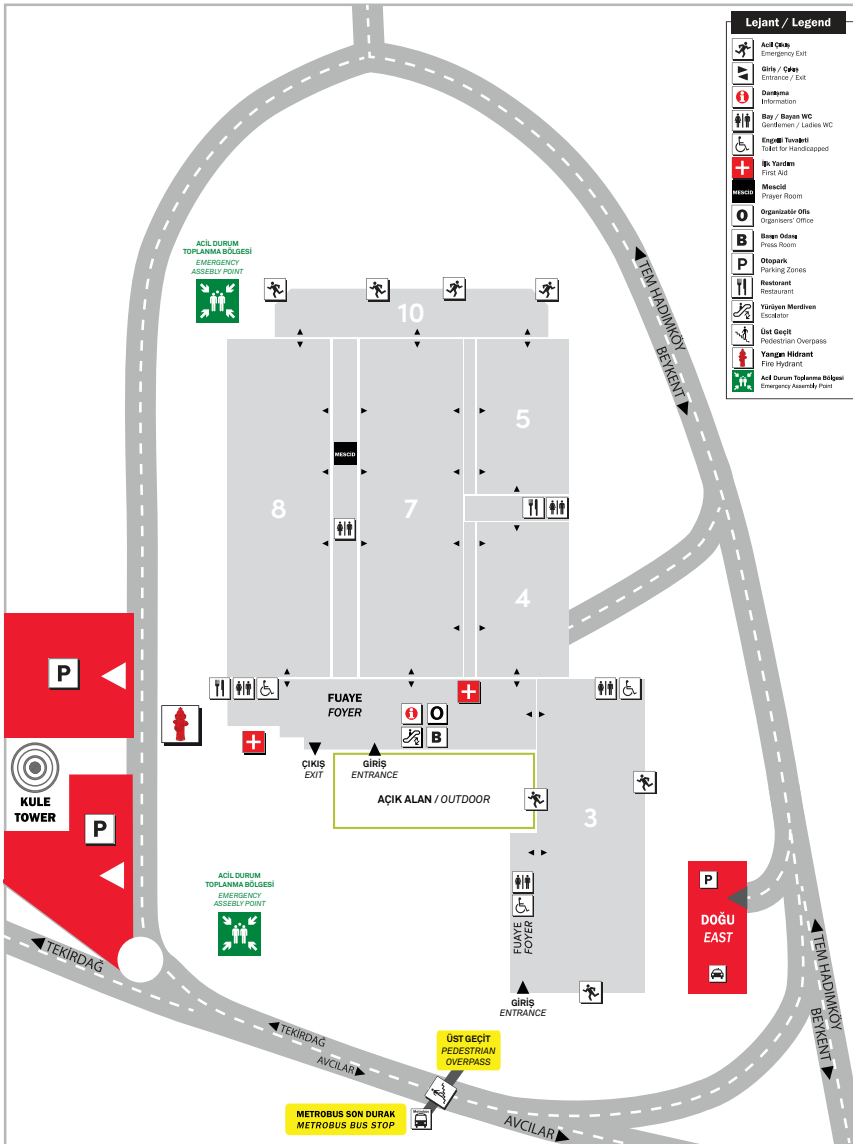
Phone: +90 (212) 291 99 33

E-mail: serdar@bonanza-tours.com

Website: www.bonanza-tours.com

Parking Areas

- It is strictly forbidden to park vehicles inside the halls and in front of emergency exits during buildup period.
- Loading and/or unloading should be done as quickly as possible. Trucks can be parked in the areas marked with red on the plan.
- It is strictly forbidden to abandon or leave the vehicles unattended during loading and/or unloading.



Logistics Services & Forklifts & Cranes

Gruptrans Lojistik is the Official Logistics Company of YAPI – TURKEYBUILD ISTANBUL in 2023. The scope of services offered by Gruptrans Lojistik is as follows:

- Preparing Transport and Customs Documents
- Customs Clearance and Provisional Acceptance Procedures
- International (Round Trip) Transportation
- Internal Transportation (Duty-Paid / Duty-Free Transportation Between Port – Airport and Event Area)
- Unpacking and Positioning
- Handling
- Storage in the Venue

Gruptrans Lojistik is the sole authority in logistics matters in venue. **Forklift and crane services received from other companies will not be allowed into the venue.**

During the stand buildup process which will take place between 09:00 – 20:00 on April 18-19, 2023 and 09:00 – 18:00 on April 24-25, 2023, Forklift and Crane Services will be provided upon request for the purpose of transporting materials in return for a fee.

From 19:30 on April 29, 2023 until 12:00 on April 30, 2023, which will be the process of exhibition breakdown, Forklift and Crane Services will be provided upon request for the purpose of transporting materials in return for a fee.

Press Room

Please contact hande.sert@icaevents.com.tr for any questions you may have to ask about the Press Room, which will be located at the Main Foyer.

Social Media

Please tag us on social media and hashtag your photos with #YapiFuari, #YapiFuari2023, #Turkeybuild to increase you engagement and reach more people.

[Instagram](#) | [Facebook](#) | [Twitter](#) | [Linkedin](#)

Content Schdule

You can follow the event schedule and detailed information at www.yapifuari.com.tr

Buildup – Breakdown Dates

	Date	Vehicle Entry Hours	Working Hours
BUILDUP	The build up dates of 45th YAPI – TURKEYBUILD ISTANBUL 2023 should be planned as follows due to Ramadan Feast:		
	• April 18-19, 2023, Tuesday- Wednesday, build up can be made between 09:00 and 20:00.		
	• April 24, 2023, Monday, vehicle entry will be allowed between 09:00 – 00:00. Exhibitors who have entered the halls within the specified hours will be able to continue working for 24 hours.		
• April 25, 2023, Tuesday, vehicle entry will be allowed between 09:00 – 12:00. Stand build up works will be allowed until 18:00. Works that do not require instalation and cleaning of the stand can complete until 21:00.			
EXHIBITION TIME	April 26, 2023	X	*18:30 – 21:00
	April 27 – 28, 2023	X	*08:30 – 09:30 *18:30 – 21:00
	April 29, 2023	X	08:30 – 09:30
BREAKDOWN	April 29, 2023	18:30 – 00:00	Exhibition Ends at 17:00 Carpet Removal at 17:15 Electricity Cut off at 17:15 Stand Breakdown Starts at 18:00 Cargo Gates Open at 18:30
	April 30, 2023		00:00 – 12:00 The stand area should be cleaned and delivered to ICA BUILD FUARCILIK A.Ş. authorities until 12:00.

* Exhibition will close at 18:00 on April 26 – 28, 2023. Stand works such as repair, rearrangement, material and goods entry etc. may be carried out until 21:00. Exhibitors demanding stand electricity to be open during these works will be charged € 150 as “Electrical Connection Fee”. It will not be possible to enter the exhibition area for stand work during these hours without submitting “Work Permit and Approval Form” signed by the Exhibitor.

* Use of plaster or any plaster or cement based boards, panels, etc., and any wood cutting works without dust bags will not be allowed. All kinds of gypsum and gypsum powder derived boards, panels (gypsum board with cardboard etc.), applications to be made with all kinds of cement-derived boards, panels and wood cutting applications without dust bags will not be allowed. Our Exhibitors can only exhibit these materials in the stand area after receiving the approval of the organizer, ICA BUILD FUARCILIK, provided that the products they will exhibit due to the production subject are gypsum materials and their derivatives, they can disassemble and return them without leaving any solid waste after the exhibition.

HEALTH AND SAFETY

Under the Occupational Health and Safety Law No. 6331, all works carried out in the venue are subject to audit of Saka Grup Occupational Health and Safety Company on behalf of ICA BUILD FUARCILIK A.Ş..

ICA BUILD FUARCILIK A.Ş. shows the required importance to organize exhibitions in a more efficient way and in accordance with the main purpose of the exhibitions by taking the necessary measures in the venue.

The main purpose of occupational health and safety is to determine the risks that may harm the health of the employees beforehand and take the necessary precautions, to ensure that they are in a safe and comfortable environment while working, and to protect the mental and physical integrity of the employees against occupational accidents and occupational diseases.

The importance of the occupational health and safety, which has gained importance over time, has gradually increased as the profit rate, work efficiency, hence the success level of the enterprises started to decrease depending on these factors. Occupational health and safety, which has become the most important factor for the Exhibitors, has become one of the main subjects for the enterprises with the number of injuries, disability and even death of the employees increased as a result of being exposed to occupational accidents and diseases.

For more details on occupational health and safety, please contact Saka Grup OHS company (page 6).

Exhibitors' Obligations

According to the laws, the most important obligation of the employer is to ensure the health and safety of employees with regard to their occupation, therefore;

- The employer puts in effort to prevent occupational risks, taking all kinds of measures including providing training and information, organizing, providing the necessary tools and equipment, adapting the health and safety measures to the changing conditions and improving the current situation.
- It monitors, controls and ensures that the occupational health and safety measures are taken and applied in the workplace.
- It conducts risk assessment or have it conducted.
- When giving the employee an assignment, it takes the employee's suitability in terms of health and safety into consideration.
- It takes necessary measures to ensure that employees other than those who are given sufficient information and instructions are not allowed into the places where there is life-threatening and personal danger.

Employees' Obligations

The most general obligation of the employees is not to jeopardize both themselves and the health and safety of the other employees and workers who are affected by their actions or activity in accordance with the occupational health and safety training and the instructions of the employer.

Accidents

As the organizer, ICA BUILD FUARCILIK A.Ş. is obliged to record all accidents occurring within the venue, escorting the employees to the Ambulance as the organizer if necessary, and to provide the necessary information for the report.

Fire Safety and Fire Safety Cabinets

Fire safety cabinets and equipment must be easily accessible and not blocked by any object throughout the fair in order to ensure safety and security against fire risks. In case access to the fire cabinets is not granted as specified, a penalty of **€ 1.900 (VAT included)** will be applied to the Exhibitor and it will be recorded in the presence of a notary public. The exhibitor is liable at paying the invoice. ICA BUILD FUARCILIK A.Ş. can immediately remove stand materials placed in front of the cabinets and any obstacles blocking the road. ICA BUILD FUARCILIK A.Ş. will not be liable for any damages to the materials.

Exhibitor is obliged to have 1 suitable extinguisher within their stand up to 50m² and 1 more extinguisher for every 50m² if stand is larger than 50m² during the buildup, exhibition and breakdown periods.

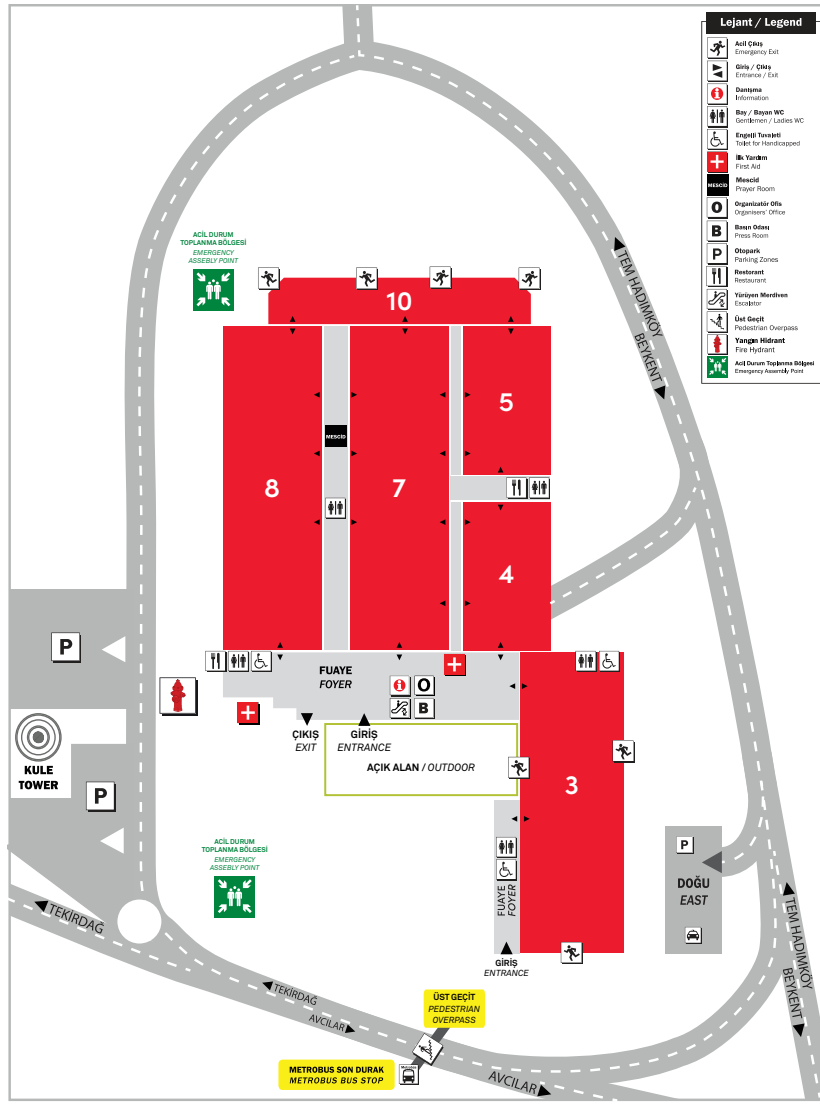
Please contact Saka Grup OHS for further information and to determine suitable extinguisher (See Page 7)

Emergency Situations and Evacuation Plan

In the event of an emergency, ICA BUILD FUARCILIK A.Ş. has the right to evacuate certain areas or the entire venue with the help of the police and fire department. In such scenario, Exhibitors must comply with the instructions given through the announcement system or by the authorized personnel.

No material should be placed in front of the emergency exit doors during installation and exhibition. The procedure for emergency evacuation and meeting areas can be seen on the EMERGENCY EVACUATION PLAN.

EMERGENCY EVACUATION PLAN



Stand Display Elements

The exhibitor is obliged to provide projects which do not threaten the safety of any visitor with regard to the selection and/or design of the materials that will be displayed or used in the stand. In addition, the use of any devices, balloons, airships, foggers and drones containing volatile and flammable gases for demonstration and advertising purposes is strictly prohibited. In the exhibition area and public areas open to visitors, it is not allowed to use all kinds of mobile equipment, scooters and bicycles, which are self-propelled, controlled or uncontrolled.

Vehicles in Stand Area

Vehicles with an internal combustion engine can only be displayed in halls with spare level fuel left in their tanks. The vehicle's fuel tank must be locked; and its battery disconnected. Vehicles with LPG cannot be displayed in the venue and cannot be allowed into a closed car park.

Consuming Tobacco and Tobacco Products

In accordance with the Law No. 5727 on the Prevention and Control of Damages of Tobacco Products, it is forbidden to consume tobacco and tobacco products in the venue. The Exhibitors who allow their employees and visitors to consume tobacco products in the stand areas allocated to themselves are directly responsible for all legal actions that will be taken.

Working with Chemicals

- Use of any kind of (water-based, chemical) paint is forbidden in the venue.
- The use of hazardous chemicals which are flammable, inflammable, and explosive in the field is strictly prohibited.
- If there is a chemical that needs to be used for special purpose, it is necessary for the Exhibitor to get approval from the organizer company and provide information via the MSDS Form regarding the chemical.

Videowall Guideline

Basic Principles and Details

Dear Exhibitor; please see below for the basic principles and details that should be taken into consideration during VIDEO-WALL/LED WALL setup.

Necessary controls will be made on stand projects and in the venue by Project Inspection Teams.

- Screens need to be secured by either sitting/fixed to the ground and secured to the surround or being attached to a weighted stand.
- The following guidelines are based on LED panel installations that form a screen. These are usually built-in, and the weight of the individual panels range from 4-12 kgs depending on panel size (usually between 300-500mm)
- The following guidelines are for non-rigged screens only. Rigged screens are always to be truss-connected with specialist connecting mounts
- Installations should have a vertical support element (timber, minimum 5x10cm) attached to the surround in the center of the installation, or once every 3 meters for larger screens. This to make sure that the center panels of the screen is properly secured and these cannot pull or push the entire screen out of alignment.
- The panels should then be secured to this support using a steel fixing or ratchet straps (no cable ties).
- When using ratchet straps screens should not be overtightened
- This is of key importance, as if the ballast is not as heavy, or heavier than the screen installation itself, it will not have the means of adequately supporting it.
- The frame supporting the screens needs to be strong enough and well secured to withstand the weight of the screens.
- All the screens need to be properly secured to the frame on all edges (properly meaning screws fully screwed in, without any gaps between the head of the screw and the timber of the surface)



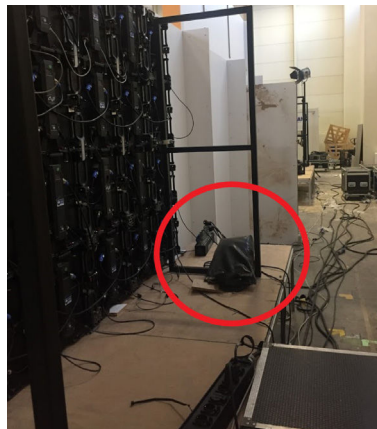
Example of a weak center section



Bad example of using ethernet cable to secure an installation



Bad example of using cardboard tube for securing a screen installation.



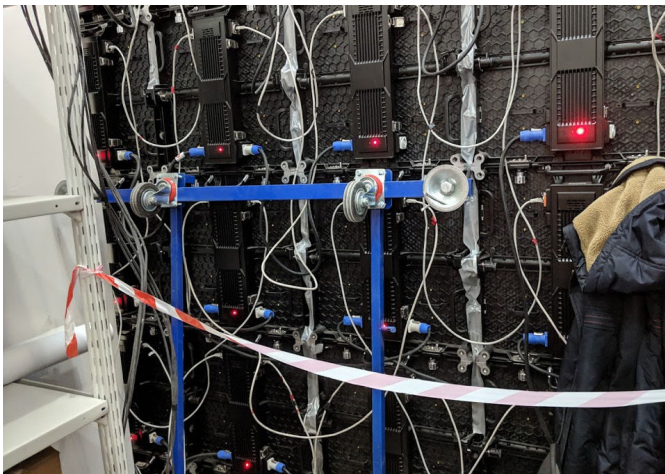
Bad example, where the screen is not supported anywhere in the surrounds and is weighted down by 2x10kg weights only, when the overall weight of the installation is >180kg

- The screen should also be securely sitting on the ground supporting element (exhibition stand, a mount or the ground). The center support used should be strong enough to hold the entire weight of the installation. Screens that are only 2x2 meters in size don't need anything added apart from the fixings in the surround.
- If there is no frame or surround on the top, a weight bearing timber frame should be made.



Bad example of leaning item onto screen and using it as a coat-hanger.

- This top frame is not necessary if there is a stand supporting the screens, properly weighted down with a ballast used that is heavier than the screen structure itself.
- This is of key importance, as if the ballast is not as heavy, or heavier than the screen installation itself, it will not have the means of adequately supporting it.
- The frame supporting the screens needs to be strong enough and well secured to withstand the weight of the screens.
- All the screens need to be properly secured to the frame on all edges (properly meaning screws fully screwed in, without any gaps between the head of the screw and the timber of the surface)



Some bad examples of inadequate fixing methods in the surround.

- No items or people should be leaning onto the screen at any time
- Always consider wind directions, for example screens in front of vehicle access doors might need extra attention
- Every screen should have free access to the back side for proper maintenance and inspections during the event period.
- Every screen installation is subject of additional Organiser on-site check.

Welding Applications

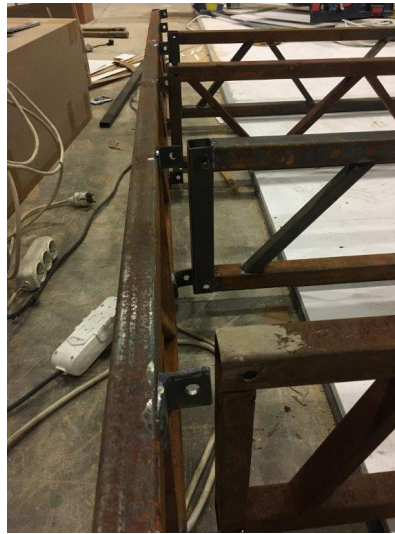
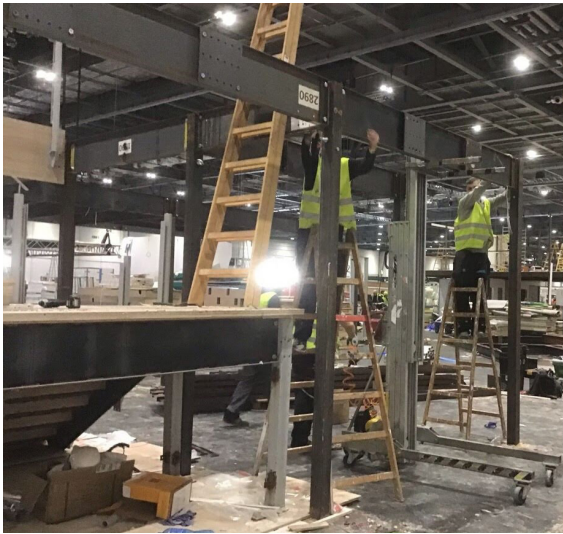
Welded joints implemented during the exhibition buildup period leads to weak stand constructions and a unsecured working environment. Therefore; **use of welding has been completely prohibited by ICA BUILD FUARCILIK A.Ş..**

The conditions and measures which cannot be met by **Stand Designer Companies** regarding the use of welding are provided below in details;

- The welded iron parts are cut with a grinder machine, leading to a hazardous breakdown period.
- Welding works in the venue are carried out with a low quality. Weak welding leads to unstable stand construction and strong welding creates a need for use of grinders and to occurrence of unsecured working environment.
- As there are a lot of inflammable materials during the stand buildup and breakdown period, the sparkles occurring as the consequence of welding and grinding pose a risk of fire. Nonetheless, staff carrying out these works do not keep a firefighting equipment close to their working area.
- Another risk caused by the sparkles is facial damage. The requirements of these threats, Personal Protective Equipment (goggles, welding mask etc.) are not used by the personnel carrying out the welding and grinding work.
- Smoke created as the result of welding poses a threat to human health. However, Personal Protective Equipment are not used by the personnel carrying out the welding and grinding work.
- Inspection of structural safety in use of welding is almost impossible.

In accordance with the matters mentioned above and as the use of welding in exhibition venue causes a violation of Health and Safety and poses risk, **welding is prohibited**. Stand main blocks (columns, ceilings etc.) should be produced in workshops to ease the stand buildup. It is obligatory to use connection elements such as screws and nuts to build the pre-created blocks in the exhibition venue.

In case a stand in the venue is not built in accordance with the standards mentioned above, the occupational health and safety company "Saka Grup OHS" will hold the right to stand buildup phase and the Exhibitors and/or Stand Builder Companies will be responsible for following the guidance of Saka Grup OHS. Penalties will be imposed on those who fails to comply.



Please see below for examples of right use.

Example 1: Right Application

Example 2: Right Application

Example 3: Right Application

Please contact Saka Grup Project Team for details. (Contact Details: page 6)

Working with Electricity

- It is forbidden for persons who do not have electrical authorization certificate to interfere with the electrical installation.
- In-stand electrical installations of the stands will be handled by the Exhibitors who rent the stand area. All electrical work within the stand must be carried out in accordance with applicable laws and regulations.
- The electricians from the exhibitor/designer company who will handle the electrical connections in the stands are required to provide the following qualifications in accordance with the Regulation on the Authority, Duties, and Responsibilities of the Scientists with regard to Electricity.
- Electrician (1st Class) Electrical Engineer for over 1250 kW

- Electrician (2nd Class) for 1250–500 kW, Electrical Technical High School or Vocational School
- Electrician (3rd Class) Up to 500 kW with Electrical Vocational High School, or those who are trained in accordance with the Apprenticeship and Vocational Training Law no. 3308
- General Electrician (Not Authorized to Install Power) Vocational Training Certificate, Apprenticeship and Foreman Certificate
- Use of halogen, metal halide, sodium vapor, fluorescent and CFL and similar lamp types are prohibited in the stands. Use of LED lighting luminaires are mandatory.
- The electrical panel with automatic fuse, clock and protection must comply with the regulations. It must be protected with a residual current relay. It must be supplied by the Exhibitor and the distribution of electricity within the stand shall be made by the Exhibitor after the installation of the panel.
- All circuits inside the stand must be protected with a 30 mA residual current relay and 300 mA fire protection relay.
- **It is forbidden to open the channel covers located inside the halls. Venue team is the only authority in this regard.**
- € 150 (including VAT) “Electrical Connection Fee” will be charged to the Exhibitors demanding 24 hours open stand electricity.
- There must be additional body grounding for all electrical equipment to be used. (Equipment that does not have body grounding and whose grounding is only from the electrical outlet must have body grounding measurements made and documented after installation.)

Basic Conditions Related to the Fuses to be Used On the Utility Box:

It is essential to use a maximum of 10 A fuse for lighting. It is essential to use a maximum of 16 A fuse for each outlet or outlet group. The K vending machine to be used must be compatible with the requested amount of electricity. For example; It is essential to use a K Vending Machine of 10 A for a Stand with an electricity demand of 5 kW and 20 A for 10 kW.

First Aid

A first aid room will be available in the Main Foyer with a nurse present for first aid service. Also the organizer will keep an ambulance in the Open Area.

Use of Personal Protective Equipment (PPE)

- It is mandatory for all officials and/or employees entering the venue at the time of buildup and breakdown to use a reflective vest, work shoes with toe and sole protection (S3, S1P) in accordance with TSE (Turkish Standards Institution) standards.
- **People who do not have proper PPE will not be allowed into the venue.**
- The use of helmets is obligatory in risky areas.
- Employees should be present with the required PPE suitable for the specific job and use it while working. (Working at height, welding etc.)
- In cases where PPE is not used as required, the organizer has the right to issue warnings and stop working where deemed necessary.

Insurance Responsibilities

Exhibitors or their staff is responsible for any damages caused to persons, vehicles, stands, and any kind of material. The exhibitor shall be obliged to provide a healthy and safe work environment for all employees who will take part in the buildup, exhibition, and breakdown processes, along with the visitors. Exhibitor shall comply with the minimum health and safety requirements and report all accidents and hazards to ICA BUILD FUARCILIK A.Ş.. Exhibitors are responsible for ensuring all actions that will be performed by their employees or an authorized contractor are carried out in compliance with the occupational health and safety legislation and the laws, and are required to ensure the minimum health and safety conditions are applied to the third parties during the buildup, exhibition, and the breakdown process, once the equipment is transported into the venue. If ICA BUILD FUARCILIK A.Ş. faces an obligation to pay a fee due to the damages in question, the Exhibitor agrees in advance that it will compensate the amount to them. The exhibitors agree and undertake that all financial, legal, and disciplinary responsibilities arising from reasons of non-compliance with regard to the terms of this agreement, regulations, and the rules of the Venue on behalf of their own staff, ICA BUILD FUARCILIK A.Ş. staff, or a third party shall be under their own responsibility. It is recommended for the Exhibitors that they insure themselves, their employees, products, materials, and other equipment during the exhibition and breakdown phases starting from the moment they are transported into the venue, and including the return transport.

According to the Occupational Health and Safety Law No. 6331, there must be no employees present under the age of 18 and/or any employees without insurance within the venue. For this reason, all employees of the exhibitors that will use a space-only stand and/or designer companies will be admitted into the venue on condition that they submit a sample of the tax plate of their respective companies, the SGK's [Social Security Institution] Statement of Employment, and the company approved letter indicating the stand where they will be employed. Otherwise, they will be removed from the hall.

Damages in Venue

The Exhibitors can not penetrate or staple anything onto the floor of the space they rented in the halls, or hammer nails on the floor, or use glues such as "bally" and similar adhesive materials. ICA BUILD FUARCILIK A.Ş. will issue an invoice of **1.890 € + VAT** per damage to the Exhibitors due to any damage incurred by the Exhibitor onto the floor of the venue.

Usage of Ladders

- Employees are not allowed to work at heights above 3 meters. Scaffolds must be used when working at heights above 3 meters.
- Inclined ladders must be placed at the right angles.
- Ladders can only be used on the ground floor.
- The top step of the ladder cannot be used as a platform to step on.
- When climbing up and down, employees should always face the ladder.
- Only one person should climb or work on the ladder or portable ladder at the same time.

Usage of Scaffolds

- When working at height with a scaffold, guardrails must be provided at the edges of the scaffold and/or the employees working on the scaffold must be fastened with a safety belt, preventing them from falling off.
- Employees working must be trained in working at heights.
- Employees working at heights must be wearing shoes.
- At the bottom of the guardrails on the sides of the scaffoldings, there must be toeboards present to prevent any object from falling down.
- All the required precautions must be taken around the area where the employees work at heights.
- Employees working at heights and those who work close to that area must wear helmets.

Music Broadcast and Volume

Exhibitors who will make a show that includes visual - audio material in the venue must receive permission from ICA BUILD FUARCILIK A.Ş. via Event Request Form. If a visual demonstration is to be performed, the reflection from this demonstration should not extend beyond the stand area. Nevertheless, ICA BUILD FUARCILIK A.Ş. officials have the right to intervene in the demonstration even if they have given approval previously.

Exhibit displays, video screenings, and music broadcasting within the stands should be arranged in a way that will not disturb the adjacent stands and visitors, and must comply with the copyright issues with permission from the copyright owner. The maximum noise level that is permitted is 80 dB (decibels) for all types of publicity. If speakers are to be used within the stands, the speakers must be placed to distribute the sound only inside the stand. If the sound level exceeds 80 dB (decibels) at a distance of 1 meter from the stand's ending point, ICA BUILD FUARCILIK A.Ş. officials will warn the Exhibitor and tune the sound below 80 dB (decibels).

Storage Services

ICA BUILD FUARCILIK A.Ş. will direct the traffic in the venue during the buildup and breakdown of the stands. Exhibitors must observe and comply with the warnings of ICA BUILD FUARCILIK A.Ş.. Exhibitors should pay attention to the warnings in order not to block the exit doors for materials, especially during the stand breakdown process.

Exhibitors can receive storage service with regard to empty pallets and/or boxes from the sponsoring contracted logistics company.

Cocktail and Catering Services at the Exhibition Area

Sardunya Tourism Investments Food Industry and Catering Services Joint Stock Company is the only authorized company in the sale of drinks and catering services for invitations, cocktails, promotions and similar events to be held within the exhibition area. Services cannot be obtained directly or indirectly from any other company other than the authorized organization.

(See Page 6).

SERVICES IN VENUE

ATM Services

There is a common ATM machine located in the Main Foyer within the Tüyap Exhibition Area.

Temporary Staff for Additional Services (Interpreter, Host-Hostess, Security, Cleaning)

During the exhibition, you can retain the services of Temporary Personnel which can be assigned within the stands.

Related Form: Fill in the Additional Services Form, see page 31.

Heating & Cooling

Ventilation service is available in every hall of Tüyap. All controls regarding the ventilation system will be carried out by ICA BUILD FUARCILIK A.Ş. in order to sustain an air circulation in each hall.

Internet Services

The Exhibitors may order Internet connection with a modem in their stands for a certain amount of fee. Since this service will be provided considering the operator capacity, the applications will be evaluated according to the date the request is first issued.

Related Form: Fill out the Technical Service Form, see page 27.

Maximum Stand Height

Hall 3 : 5 m

Hall 4 : 5 m

Hall 5 : 5 m

Hall 7 : 5 m *

Hall 8 : 5 m

Hall 10 : 5 m

Regarding stands that are located under the balcony in Hall 7, the maximum height is limited to 4 meters.

Waste

The exhibitor must have completely removed all materials used in the stands from the venue by 17:00 on April 30, 2023.

The stand area should be cleaned and left by the exhibitor within the given breakdown period. In the event that the Exhibitors request that the waste to be removed from the stand that would be disposed of by ICA BUILD FUARCILIK A.Ş., the Exhibitor shall be invoiced in accordance with the number of trucks used at a disposal fee of **€ 900 (VAT included)**. Exhibitors are required to leave the stand areas clean and to have the Stand Area Delivery Document approved by ICA BUILD FUARCILIK A.Ş. officials in order to obtain the permission to exit at the time of breakdown.

In order to prevent waste disposal in stand area during stand breakdown period and avoid punitive conditions, it is suggested to include articles about waste removal obligation in the contract signed between the exhibitor and contractor company for stand construction and breakdown.

Advertisement & Sponsorship Services

The Exhibitors who wish to carry out promotional activities in the venue may obtain the information regarding the promotional opportunities that they may consider at the venue from ICA BUILD FUARCILIK A.Ş. Customer Representatives.

For more information about Advertisement Services, please call +90 212 291 83 10 and contact your customer representative.

Rigging / Usage of Ceilings

The exhibitor cannot get support from the ceilings of the exhibition halls during the stand installation or hang any visual material on the ceilings.

Free Shuttle Services

For more information, visit www.yapifuari.com.tr

General Layout & Technical Plan

Each Exhibitor is obliged to obtain confirmation from ICA BUILD FUARCILIK A.Ş. on the locations of the installation channels, fire safety cabinets etc. which can be found across the stand area. During the construction of the floors when installing the stands, the electrical cables under the floor should not be crushed, pinched, and must be left open for access in order to be able to intervene in any situation. The exhibitors have to prepare the stand projects in such a way that they take these issues into consideration.

(For the information regarding the scaled stand area layout plan, please contact with Ismail Sahin / ismail.sahin@icaevents.com.tr)

Loading Capacity

The loading capacity of the ground in the Halls 3, 4, 5, 7, 8 and 10 is 20.000 kg/m².

The Exhibitors cannot penetrate or staple anything onto the floor of the space they rented in the halls, or hammer nails on the floor, or use adhesive materials.

SPACE ONLY STANDS

Important Reminder:

Dear Exhibitor, please review the Rental Contract for the Stand Type that you will use in your participation in the exhibition.

No refunds will be made to the Exhibitors incase the exhibitor requests to switch to a Space Only Stand from a Standard Stand or an Equipped Stand before 30 days or less to the opening date of the exhibition.

It is the stand system that will be prepared by the exhibitor within limits of the stand area and the airspace that belongs to the area. The walls constructed in the perimeter and the back of the Space Only Area applications, which are under the exhibitor's responsibility, should be at the height of minimum 250 cm. In cases where this rule is violated, ICA BUILD FUARCILIK A.Ş. will issue a warning and promptly eliminate the factors causing the Exhibitor to violate this rule. The Exhibitors who share a side stand layout or an island cannot place any logo, text, advertisement, pictures and similar materials on the side that is adjacent to the neighboring stand. The Exhibitors, who will prepare the stands by themselves, should design their stands in such a way that they will remain within the stand area and the airspace that belongs to the area. **Stands can not interfere with the neighboring stand areas and aisles.** Floor, wall and ceiling constructions of the stands cannot be anchored to the floor.

Exhibitors participating in the exhibition with Space Only Stands should provide their stand materials themselves.

Only Standard Stand option will be available for sale when only 10 days remaining to the exhibition. **For more information, please call +90 212 291 83 10 and contact your sales representative.**

Welcoming Stand Designers into Venue

- Within the scope of "Occupational Health and Safety", all the required documents and papers regarding the employees who will work in the venue should be uploaded to system of Saka Grup OHS. Employees who are approved to enter the venue can access the area with the OHS entry badges which they can collect from the registration points.
- Employees under the age of 18 are not allowed to work in the venue.

For contact information of the official from Saka Grup OHS, please see page 6.

Stand Project Building Approval

Space Only Exhibitors have to get the stand projects that will be prepared by themselves approved by the contracted Saka Grup OHS company within the scope of Occupational Health and Safety by **March 27, 2023** at the latest with its static projects in terms of dimensions and conformity to the exhibition layout.

Saka Grup holds the right to approve the projects or not. The Exhibitors are responsible for sending all the materials for the project to be approved to Saka Grup, and ICA BUILD FUARCILIK A.Ş. has the right to deny the access of the Exhibitors that have not sent the stand projects to Saka Grup to the venue. ICA BUILD FUARCILIK A.Ş. and Saka Grup have the right to intervene in, stop, and demolish the constructions the projects of which are not approved by Saka Grup or those which contradict with the approved projects. The decision that ICA BUILD FUARCILIK A.Ş. and Saka Grup will make in the venue will be decisive and final.

In order for SAKA GRUP to approve the projects, all Exhibitors must contact with Duygu Saka (proje@sakagroup.com)

In addition, active machine, 24-hour electricity, use of glass, pool, and video walls must be submitted as "work permits" from SAKA GRUP.

For the contact information of the official from Saka Grup OHS, please see page 6.

Letter of Project Responsibility Commitment

The purpose of this letter of commitment is to identify the Civil Engineer who will be responsible for the static durability of the stand under the exhibition's conditions and **this letter must be signed by a Civil Engineer with SIM Certificate**. In this regard, the following documents must be submitted;

- The SIM Certificate of the Civil Engineer who signs the letter
- The Authorized Signature or Declaration of the Civil Engineer who signs the letter.

Documents Required for Building Permit

- 2D Drawings where all measurements of the project can be seen
- 3D Images of the Project with regard to the width, length and height (from at least 2 different angles)
- Visual or drawing that shows the technical dimensions of the materials to be used in the double-decker stands (profile dimensions)
- Detailed drawing of the stairs for the double-decker stands
- List and properties of the materials which are to be used (e.g. Glass, Raised Floor, Hardwood etc.)
- Approval of a Civil Engineer with SIM Certificate for Double-Decker Projects

Neighboring Stands and Covering the Backsides of the Stands

The Exhibitor whose stand's back walls are higher than the back walls of the neighboring stand is obliged to cover the excessing elevation facing the neighboring area with white flame-proof tarpaulin and make it look clean. The Exhibitor may not place any visual material in the area formed due to the height difference.

In case the elevation is not covered by the Exhibitor or closed properly, ICA BUILD FUARCILIK A.Ş. invoices the Exhibitor with € 1.100 (including VAT) per m² over the total stand area in order to apply the disciplinary clause.

Open Sides Rule for the Visitor Aisles

The exhibitor is obliged to leave the facades of the stand area facing the visitor corridor, at least 50% open and/or design it to be transparent. The Exhibitor are not allowed to cover the fire cabinet, ventilation openings and emergency exits.

Stand Breakdown Process

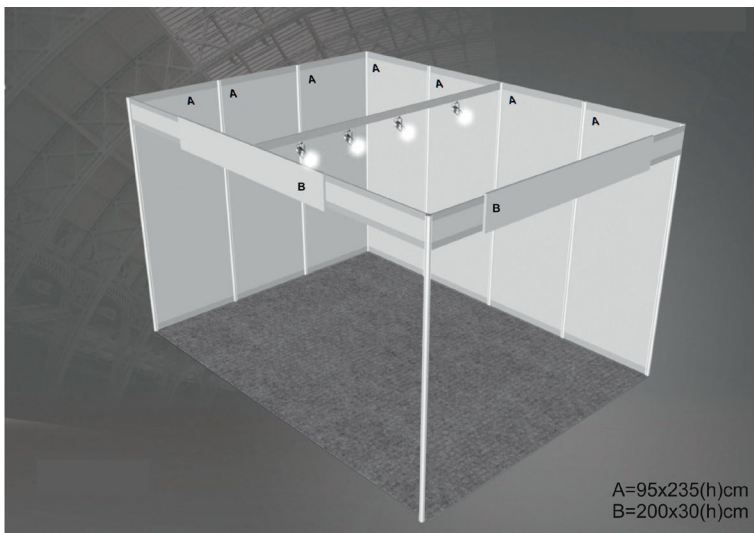
The stand area should be cleaned and left by the exhibitor within the given breakdown period. In the event that the Exhibitors request that the waste from stands would be disposed of by ICA BUILD FUARCILIK A.Ş. in writing, the Exhibitors shall be invoiced in accordance with the number of trucks used at a disposal fee of **900 € (VAT included)**.

Exhibitors are required to leave the stand areas clean and to have the Stand Area Delivery Forms approved by ICA BUILD FUARCILIK A.Ş. officials in order to obtain the permission to exit at the time of breakdown.

STANDARD STAND 1 - OCTANORM

It is the system that is rented to the Exhibitor during the exhibition and built by ICA BUILD FUARCILIK A.Ş. from white chip-board panels and aluminum profiles (please refer to ICA BUILD FUARCILIK A.Ş. for detailed technical information), which determines the boundaries of the stand with the number of facades specified in the contract (the number of facades refers to the open sides without panels).

For more information please call +90 212 291 83 10 and contact your customer representative.

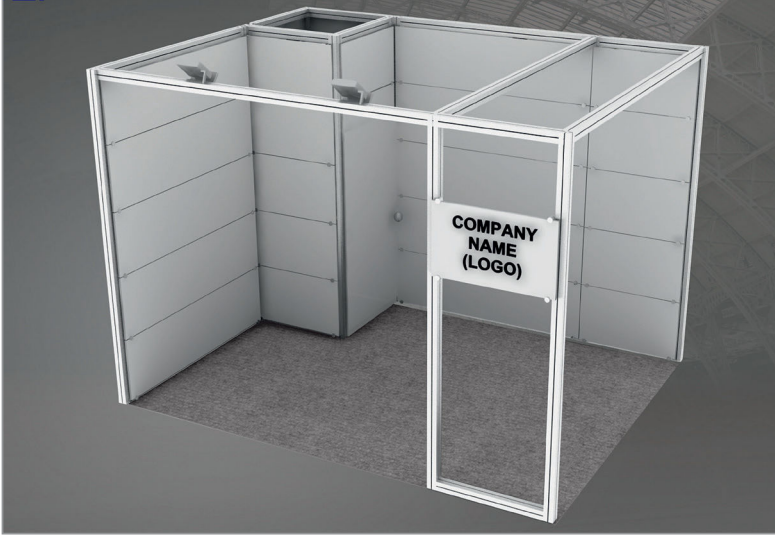


The services in the Standard Stand 1 - Octanorm System is as follows:

- Stand Set-Up
- Company name application for Fascia Board
- Lighting (1 Spotlight for every 6 sqm)
- 1 plug at any place in the stand
- Floor covering with carpet (Light Grey)

STANDARD STAND 2 - MAXIMA

It is the system that is rented to the Exhibitor during the exhibition and built by ICA BUILD FUARCILIK A.Ş. from white chip-board panels and aluminum profiles (please refer to ICA BUILD FUARCILIK A.Ş. for detailed technical information), which determines the boundaries of the stand with the number of facades specified in the contract (the number of facades refers to the open sides without panels).



The services in the Standard Stand 2 - Maxima System is as follows:

- Stand Set-Up
- 1x1 Meter Storage area
- Logo application on Information Desk
- Lighting (1 Spotlight for every 6 sqm)
- 1 plug at any place in the stand
- Floor covering with carpet (Light Grey)

For more information please call +90 212 291 83 10 and contact your customer representative.

Fascia Board Lettering for Standard Stand 1 Octanorm

The standard Fascia Board Lettering and the stand number, which will be prepared by ICA BUILD FUARCILIK A.Ş. just for one time, will be adhered onto the fascia board of the stands by ICA BUILD FUARCILIK A.Ş. for the facades facing the aisles. The Exhibitors are obliged to use the partition elements provided to them without incurring damage and will decorate the stands without using nails, dowels, and similar fixing elements in such a way that the floor and walls are not damaged. Otherwise, the Exhibitor is obliged to pay for the damaged stand materials.

Note: No refunds will be made to the Exhibitors regarding the price difference arising from their request to replace the STANDARD STANDS with the Space Only Area, which is made in 30 days or less before the opening date of the exhibition.

Extra Stand Materials

Exhibitors may supply extra stand materials on their own or through ICA BUILD FUARCILIK A.Ş. using the Exhibitors' Manual - Extra Stand Materials Form. Extra stand materials are rented to the Exhibitor for the exhibition and must be returned to ICA BUILD FUARCILIK A.Ş. perfectly and without any damage during the breakdown phase.

Related Form: Please fill the Extra Stand Materials Form, see page 29.

IMPORTANT NOTE: Exhibitors are required to submit their requests to our operations department by **March 27, 2023** at the latest. Exhibitors' requests for additional services or changes in the venue are evaluated according to the suitability of the work schedule of ICA BUILD FUARCILIK A.Ş..

Operation Department: asot.kostekoglu@icaevents.com.tr (Please send the forms before the deadline.)

EXHIBITOR SCHEDULE 1

	Control	Deadline
Determination of Advertisement Services to be Used in the Exhibition (Please Contact ICA BUILD FUARCILIK A.Ş. Sales Team)	<input type="checkbox"/>	3 March 2023
Determining the activities planned for the exhibition (Please Contact ICA BUILD FUARCILIK A.Ş. Sales Team)	<input type="checkbox"/>	10 March 2023
Filling the Technical Services Forms regarding the stand and sending to ICA BUILD FUARCILIK A.Ş.	<input type="checkbox"/>	27 March 2023
Approval of stand projects by Saka Grup OHS Company	<input type="checkbox"/>	27 March 2023
Determination of requests of additional staff to be employed in the venue (Host, Hostess, Translator)	<input type="checkbox"/>	27 March 2023
Negotiating with the freight forwarder for the transportation of the goods into the venue	<input type="checkbox"/>	30 March 2023
Starting the preparations for the stand buildup	<input type="checkbox"/>	3 April 2023
Exhibitor's designing the Advertising Materials that will be used and sending them to ICA BUILD FUARCILIK A.Ş.	<input type="checkbox"/>	3 April 2023
In accordance with the stand that will be built up (machining, profile and gas concrete cutting, etc.), the start of production in the workshop, preparing it to be installed in the venue	<input type="checkbox"/>	6 April 2023

EXHIBITOR SCHEDULE 2

	Control	Deadline
Insuring the goods that will be transported into the venue	<input type="checkbox"/>	12 April 2023
Allowing the SPACE ONLY Exhibitors into the venue	<input type="checkbox"/>	18 - 19 April / 24 - 25 April 2023 (For detailed information see p:11 Stand buildup-breakdown dates)
Allowing the STANDARD STAND (OCTANORM & MAXIMA) Exhibitors into the venue	<input type="checkbox"/>	24 April 2023
Finalizing the stand installations (Until 18:00)	<input type="checkbox"/>	25 April 2023
Cleaning the stands (Until 20:00)	<input type="checkbox"/>	25 April 2023
Exhibition opening time (10:00)	<input type="checkbox"/>	26 April 2023
Exhibition closing time (17:00)	<input type="checkbox"/>	29 April 2023
Evacuation of the venue (Standard Stands) Until 24:00	<input type="checkbox"/>	29 April 2023
Evacuation of the venue (Space Only Areas) Until 12:00 at the latest	<input type="checkbox"/>	30 April 2023



YAPI
TURKEYBUILD
İSTANBUL

2023

TECHNICAL SERVICES

Organiser



TECHNICAL SERVICES FORM



Deadline: 27 March 2023

To: OPERATION DEPARTMENT

E-Mail: asot.kostekoglu@icaevents.com.tr (Please send your forms without waiting for the deadline.)

Exhibitor :
Name / Surname :
Mobile Phone :
E - Mail :

DATE

STAMP - SIGNATURE

Important: Stamp-Signature must only belong to the exhibitor.

If the invoice is requested to be issued to a different company, the section below must be filled.

COMPANY FOR INVOICE

Company Name :
Address :
Tax Office :
Tax No :
Trade Registration No :

ELECTRICITY REQUEST

ELECTRICAL CONNECTION FEES

- Between 1-5 KW : € 354 (VAT is included)
 Other..... KW : A fee of € 66 (Vat is included) for each 1 KW electrical connection in addition to the first 5 KW will be charged to the Exhibitor.

Exhibitors' requests for additional services or changes in the venue are evaluated according to the suitability of the work schedule of ICA FUARCILIK. ICA FUARCILIK does not commit to fulfill these demands. The prices will be twice the amount of the normal rate in case the requested services are provided.

Please indicate electricity connection point on the Grid Plan. (See Page 27)

24 HOURS ELECTRICITY SERVICE ON EXHIBITION DAYS

- Yes | Price € 150 (VAT is included) No

The 24 Hour electricity service is charged separately from the electricity connection provided for the stand.

Accordingly, Exhibitors who have Refrigerators, Coolers, Fillers, etc. **it is mandatory** to make requests for devices before going to the exhibition area. Services ordered in the venue will be twice amount of the normal rate. ICA FUARCILIK does not undertake to fulfill the requests made at the exhibition area.

Important Notes:

- The energy cable and fuse panel required to remain open 24 hours must be separate from the main supply cable.
- The fuse panels should be in a sheltered, insulated and easily accessible place.
- Since the energy cables are extended to the stand in the form of a single line and the control is provided from the separate fuse panel, the fuses that are not required with the closing of the exhibition should be closed and the exhibition should be opened in the same way on the morning of the exhibition.

WATER CONNECTION

Please indicate your water connection request below.

- Yes | Price € 354 (VAT is included) No

If your response is "Yes", please indicate water connection point on the Grid Plan. (See Page 25) In case of a water connection request, the line fee is included in the request.

WASHBASIN

Please indicate your washbasin request below.

- Yes | Price € 315 (VAT is included) No

CARPET

Please indicate your carpet connection request below.

- Yes sqm Price € 8 (VAT is included) No

COMPRESSED AIR CONNECTION

Please indicate your compressed air connection request below.

- Yes | Price € 315 (VAT is included) No

If your response is "Yes", please indicate Compressed Air Connection point on the Grid Plan. (See Page 25)

INTERNET SERVICE WITH MODEM

Please indicate your internet request below.

- Yes | Price € 325 (VAT is included) No

Internet connection is limited, please ask before ordering.

IMPORTANT NOTICE:

- Services ordered in the venue will be twice amount of the normal rate.
- The payment for the delivery of the requested service or material to the stand must be completed.
- Exhibitors with Space Only stands should provide their own stand furniture.

ICA BUILD FUARCILIK A.S. BANK ACCOUNT INFORMATION

BANK	SWIFT CODE	ACCOUNT NUMBER	IBAN NUMBER
QNB FINANSBANK AS	FNNBTRISBAY	28085841	TR08 0011 1000 0000 0028 0858 41



To: OPERATIONS DEPARTMENT

E-Mail: asot.kostekoglu@icaevents.com.tr (Please send your forms without waiting for the deadline.)

Company :

Name / Surname :

Mobile Phone :

E - Mail :

DATE

STAMP - SIGNATURE

Notice for Space Only Stands:

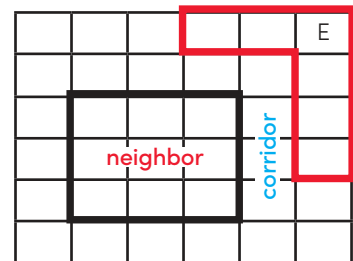
Important: Stamp-Signature must only belong to the exhibitor.

With the help of examples shared below, a stand area should be drawn on the empty grid plan and electricity cable point should be specified. In case an electricity point is not specified, the requested technical services will be provided in a way Organiser considers suitable. Any change in the venue in this regard will not be possible and the changes should be done by the exhibitor. Distribution of technical infrastructure elements in the stand will be carried out by the Exhibitor later on.

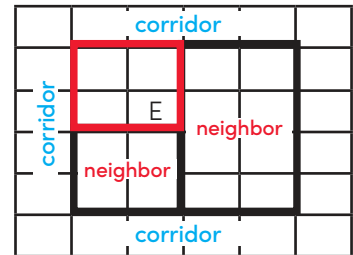
Notice for Standard Stands:

Exhibitors with Standard Stands should mark their storage area, panel and door requests on Extra Stand Materials Form and specify their location by creating a stand area on the empty grid plan below.

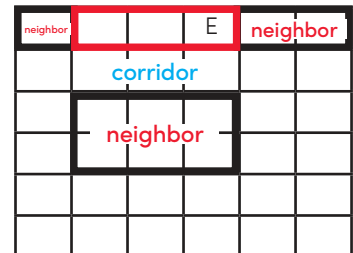
Drawing Example - Corner Stand



Drawing Example - Split Isle



Drawing Example - Compound Isle



Stand lines and letters should be legible in the plan.

- Each square stands for 1 m².

Important: Since the distribution of electricity within the stand will be carried out by the Exhibitor, only one electrical (E) outlet point should be marked on the plan.

E	Electricity	W	Water	C	Compressed Air	D	Door	P	Panel
----------	-------------	----------	-------	----------	----------------	----------	------	----------	-------

STAND DESIGNER COMPANY INFORMATION FORM



Deadline: 27 March 2023

To: OPERATIONS DEPARTMENT

E-Mail: asot.kostekoglu@icaevents.com.tr (Please send your forms without waiting for the deadline.)

Company :
Name / Surname :
Mobile Phone :
E - Mail :

DATE

STAMP - SIGNATURE

Important: Stamp-Signature must only belong to the exhibitor.

Exhibitors who will be participating with a Space Only Stand and have their stand constructed by a 3rd party/company are required to fill this form. In order that the technical infrastructure services are provided perfectly during the stand buildup process in the venue, the contact information of the Stand Designer must be written below:

STAND DESIGNER COMPANY INFORMATION

Company Name (*):

Company Address:

Company Phone:

Name, Surname of Contact Person (*):

Job Title:

Mobile Phone (*):

E-Mail (*):

* It is obligatory to fill the spaces

IMPORTANT REMINDER:

By the end of exhibition, it is under the responsibility of the Exhibitor to dispose of remaining materials/trash/waste after stand dismantling. The cost of disposal regarding remaining stand material and waste at the Venue will be billed to the Exhibitor with a fixed price of € 900 (VAT is included) per sqm. Waste Removal Fee to be applied will be based on the total area (in sqm) set forth in the Rental Contract.

It is recommended to our Exhibitors to search for the references and experiences of the stand constructor company that will build your stand in order not to face any problem such as loose ends or uncompleted stand.

In order to prevent waste disposal in stand area during stand breakdown period and avoid punitive conditions, it is suggested to include articles about waste removal obligation in the contract signed between the exhibitor and contractor company for stand construction and breakdown.

By the end of exhibition, it is under the responsibility of the Exhibitor to dispose of remaining materials/trash/waste after stand dismantling. The cost of disposal regarding remaining stand material and waste at the Venue will be billed to the Exhibitor with a fixed price of € 150 (VAT is included) per sqm. Waste Removal Fee to be applied applied will be based on the total area (in sqm) set forth in the Rental Contract.



103

YUVARLAK MASA
ROUND TABLEh:75
r:75

105

AĖSAP MASA
WOODEN TABLEh:75
l:80
W:80

107

AĖSAP BAR MASASI
WOODEN BAR TABLEh:105
r:75

109

CAM SEHPA
GLASS COFFEE TABLEh:40
r:60

110

CAM MASA
GLASS TABLEh:75
r:80

111

AĖSAP DİKDÖRTGEN MASA
WOODEN RECTANGULAR TABLEh:75
l:110
W:80

112

SEHPA
COFFEE TABLEh:50
l:80
W:50

201

VİTRİN
SHOWCASEh:89
l:102
W:52

205

IŞIKLI VİTRİN
SHOWCASE W/LIGHTh:200
l:52
W:52

206

IŞIKLI VİTRİN
SHOWCASE W/LIGHTh:200
l:102
W:52

208

BANKO
DESKh:86
l:45
W:94,5

209

KARŞILAMA BANKOSU
INFORMATION DESKh:98
l:102
W:52

215

DAİRESEL BANKO (KÜÇÜK)
CURVED DESK (SMALL)h:102
l:102
W:40

216

DOLAP
CUPBOARDh:82
l:105
W:42

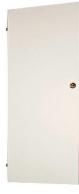
221

EKSTRA PANEL
EXTRA PANELh:234
l:95,5

224

RAF
SHELFl:100
W:30

231

AĖSAP KAPI
WOODEN DOORh:208
W:83

307

DERİ BAR SANDALYESİ
LUX BAR STOOL

h:75

309

DERİ SANDALYE
LEATHER CHAIR

h:80

312

TEK KİŞİLİK KOLTUK
ARMCHAIRh:82
l:74

313

ÇİFT KİŞİLİK KOLTUK
SOFAh:82
l:135

315

VESTİYER
CLOTHES RACK

h:162

318

ÇÖP KOVASI
WASTE PAPER BASKET

h:25

401

PLAZMA TV
PLAZMA TV

411

BUZDOLABI
REFRIGERATORh:150
l:65

413

BROŞÜRLÜK
BROCHURE RACKh:100
l:30

418

LED PROJKTÖR 100 WATT
LED PROJECTOR 100 WATT

100 W

422

ÜÇLÜ PRİZ
PLUG SOCKET

ADDITIONAL SERVICES FORM



Deadline: 27 March 2023

To: OPERATIONS DEPARTMENT

E-Mail: asot.kostekoglu@icaevents.com.tr (Please send your forms without waiting for the deadline.)

Company :
Name / Surname :
Mobile Phone :
E - Mail :

DATE

STAMP - SIGNATURE

Important: Stamp-Signature must only belong to the exhibitor.

INTERPRETER

Please indicate your interpreter request

Yes No

* Interpretation services will be provided during exhibition's visiting hours between the dates of April 26 - 29, 2023.

* Once the requests are delivered to ICA BUILD FUARCILIK A.Ş., they will be transmitted to the Subcontracted Interpretation Company.

HOST - HOSTESS

Please indicate your host- hostess request

Yes No

* Host - hostess services will be provided during exhibition's visiting hours between the dates of April 26 - 29, 2023.

* Once the requests are delivered to ICA BUILD FUARCILIK A.Ş., they will be transmitted to the Subcontracted Host - Hostess Company.

SECURITY

Please indicate your security request

Yes No

* Security services will be provided between the dates of April 23 - 29, 2023.

* Once the requests are delivered to ICA BUILD FUARCILIK A.Ş., they will be transmitted to the Subcontracted Security Company.

CLEANING

Please indicate your cleaning request

Yes No

* Cleaning services will be provided between the dates of April 23 - 29, 2023.

* Once the requests are delivered to ICA BUILD FUARCILIK A.Ş., they will be transmitted to the Subcontracted Cleaning Company.

CRANE

Please indicate your crane request

Yes No

* Crane services will be provided during buildup and breakdown process between the dates of April 18-19 and April 24-25, 2023 and on April 30, 2023.






* Once the requests are delivered to ICA BUILD FUARCILIK A.Ş., they will be transmitted to the Subcontracted Logistics Company.



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 [YAPI - Turkeybuild Istanbul](https://www.youtube.com/channel/UCYAPI-Turkeybuild-Istanbul)