



# EXHIBITOR MANUAL

## ISAPS



ISAPS EXECUTIVE OFFICE  
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## Industry Exhibition Sales



boeldcommunication  
boeld communication GmbH  
Reitmorstraße 25  
D-80538 Munich, GERMANY  
Phone: +49-89-1890460  
Fax: +49-89-18904616  
[marketing@isaps.org](mailto:marketing@isaps.org)  
[www.bb-mc.com](http://www.bb-mc.com)

## Local Partner



Topkon Congress Services  
Zuhtu Pasa Mah. Rifat Bey Sokak  
No: 24 PK. 34724 Kalamis  
Kadikoy / Istanbul, TURKEY  
Phone : +90-2163309020 pbx  
Fax : +90-2163309005  
[isaps2022@topkon.com](mailto:isaps2022@topkon.com)  
[www.topkon.com](http://www.topkon.com)



Dear Exhibitor,

We are pleased to send you this “Exhibitor Manual”, which contains necessary information in order to provide you the best service during your exhibit at the ISAPS 2022.

This kit is the manual answering all major questions that may arise during the planning of your participation in the industrial exhibition of the ISAPS 2022 in Istanbul, Turkey.

Beside basic information and regulations pertaining to your stand construction, you can find details and order forms for technical supplies and exhibition services.

To ensure you will be provided with the most efficient service, please review carefully the enclosed information and forms, complete those accordingly to your needs and return these forms to the Local Partner, **Topkon Congress Services** respecting the deadlines mentioned on each form. Observation of the various deadlines on the order forms guarantees a proper service by all contractors involved.

Additionally, we also enclose different manuals of exclusive suppliers that are at your disposal for any request. In order to avoid misunderstandings and delays, please make sure that the forms are returned to the correct address.

In case you need further assistance to the manual, contact addresses for any additional service or more information on general aspects of the exhibition, please do not hesitate to contact the necessary key contacts.

We would like to take this opportunity to thank you once again for your participation in the ISAPS 2022 Exhibition and assure you we will do everything possible to answer all your specific needs.

We look forward to welcoming you in Istanbul and thank you for your extensive support.

Our best regards,

**ISAPS 2022 Local Partner**

**TOPKON Congress Services**  
isaps2022@topkon.com  
www.topkon.com



## IMPORTANT DEADLINES

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PROJECT APPROVAL OF BOOTH September 1<sup>st</sup>, 2022

EXTRA EQUIPMENT ORDERS September 1<sup>st</sup>, 2022

*Exhibitor Registration Form*

*Move Out Approval Form*

*Electricity Supplier Order Form*

*Technical Equipment Order Form*

*Decoration Services Order Form*

*Carpeting Order Form*

*Telecommunication Services Order Form*

*Food & Beverages Order Form*

*Cleaning Order Form*

*Extra Services Order Form*

BAG INSERT September 1<sup>st</sup>, 2022



## LOCAL KEY CONTACTS

### Local Partner (Focal Contact)



#### Topkon Congress Services

Address : Zuhtupasa Mh. RifatBey Sk. No:24  
Kalamis – Kadikoy 34724 Istanbul /TURKEY  
Phone : + 90 216 330 90 20  
Fax : + 90 216 330 90 05  
E-mail : [isaps2022@topkon.com](mailto:isaps2022@topkon.com)  
Web Site : [www.topkon.com](http://www.topkon.com)

### Congress Venue



ICEC – **Istanbul Lutfi Kirdar Convention & Exhibition Centre / Rumeli Building**  
Address : 80230 Harbiye Istanbul TURKEY  
Phone : +90 212 373 11 00  
Fax : +90 212 224 08 78  
Contact : Ms. Nihan Esen  
E-Mail : [nihanesen@icec.org](mailto:nihanesen@icec.org)  
Web Site : [www.icec.org](http://www.icec.org)

### Recommended Supplier for Booth Design and Booth Materials



#### Sedef Fair and Congress Services Industry & Trade Co.

Address : Cihangir Mah. Şehit Komando Onbaşı Uğur Hancı Sok. No:1  
34310 Avcılar – İstanbul / TÜRKİYE  
Phone : +90 212 422 08 80  
Fax : +90 212 422 04 11  
Contact : Ms. Esin Bolut, Mr. Kemal Akyavas, Mr. Gokhan Akbulut  
Email : [esinbolut@sedefgrup.com.tr](mailto:esinbolut@sedefgrup.com.tr), [kemalakyavas@sedefgrup.com.tr](mailto:kemalakyavas@sedefgrup.com.tr),  
[gokhanakbulut@sedefgrup.com.tr](mailto:gokhanakbulut@sedefgrup.com.tr)  
Web Site : <http://www.sedefgrup.net/>

### Local logistic, Transport, Delivery and Customs Clearance



#### Schenker Arkas Logistics / Schenker Arkas Nakliyat ve Ticaret A.S.

Address : Cobancesme Kavsagi, İstanbul Dünya Ticaret Merkezi  
A2 Blok No:330 Kat:10 Yeşilköy 34149 Istanbul TURKEY  
Phone : +90 212 465 61 45  
Fax : +90 212 465 61 35  
Web Site : [www.schenkerarkas.com.tr](http://www.schenkerarkas.com.tr) [www.schenkerfairs.com](http://www.schenkerfairs.com)  
Contact : Mr. Coskun Bilen  
Email : [coskun.bilen@dbschenkerarkas.com.tr](mailto:coskun.bilen@dbschenkerarkas.com.tr)



## A. GENERAL INFORMATION AND SERVICES

### 1. LOCAL FOCAL POINT

TOPKON Congress Services has been appointed as official local provider of the industrial exhibition during the ISAPS 2022 Congress in Istanbul, Turkey.

### 2. PROJECT APPROVAL

All booth projects should be sent to [isaps2022@topkon.com](mailto:isaps2022@topkon.com) at least September 1<sup>st</sup>, for venues approval. If the exhibitor does not use basic modular booths, the renting of any additional material is subject to extra charge upon request.

### 3. BUILDING HEIGHT IN THE EXHIBITION AREA

Stand heights are different according to the ceilings of your stand location. For lower level of ICEC stand height should be 3,5m and for upper level of ICEC stand height should be 4m as maximum. Detailed information about building height according to the stand locations is mentioned on the exhibition area draft floor plan.

### 4. STAND CONSTRUCTION & DECORATION

- Please ensure reverse side of your stand walls should be covered as there can / cannot be another stand backing up to yours.
- Please note that no ceiling suspensions are allowed.
- Exhibitors may not place objects weighing more than 100 pounds per square foot (488 kg/sqm) on exhibition area. Any damage during set up, exhibition and dismantling, caused by excess weight will be charged to the exhibitor's expense.
- Distribution of commercial soliciting, samples, souvenirs and promotional items are only allowed within the stands. These activities are prohibited in the aisles, restaurants, entrance hall or any other area of the Congress Venue which are open to public use. For your special distribution please contact with the Official PCO.

Please find the Decoration Services Order Form and Stand Equipment Catalogue between pages 23-32 for stand decoration equipment & furniture, accessories, plantation etc...





## 5. TENTATIVE EXHIBITION TIME TABLE

### SET-UP / DISMANTLING / OPENING HOURS

#### Set-up of Exhibit Stands

<b>Tuesday</b>	<b>September 20<sup>th</sup>, 2022</b>	<b>07:00 – 23:00</b>
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All corridors must be cleared of crates and stand material on September 20<sup>th</sup>, 2022 by 23:00 for the major cleaning.

#### Exhibition Dates and Hours

September 21, 2022	08:30 – 18:30
September 22, 2022	07:00 – 19:00
September 23, 2022	08:00 – 18:30
September 24, 2022	08:00 – 17:30

- Exhibition dates and hours may be changed according to the scientific program.

#### Dismantling of Exhibit Stands

September 24, 2022	17:30 – 23:00
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The good entrance & delivery gates will not be opened until 17:30

Only the approved staff can enter the exhibition area during the set-up and dismantling days. Exhibitors are required to state the names and contact details of their authorized personnel for set-up and dismantling to Topkon Congress Services latest by September 1<sup>st</sup>, 2022.

During the official opening dates and hours, exhibitors will be allowed to enter the exhibition area 30 minutes before the official opening time, and to leave the exhibition area 30 minutes after the official closing time. All exhibits must be opened and staffed during official opening hours.

Exhibitors may begin to pack materials, supplies, and literature after the official closing of the exhibition. The dismantling time starts on September 24<sup>th</sup>, 2022 at 17:30. It is strictly forbidden to begin dismantling before this time.



Should an exhibitor fail to remove his exhibit, the Congress Organizing Secretariat reserves the right to remove such material at the exhibitor's expense.

No materials can be moved out while the exhibition is in progress. After the exhibition closing and dismantling, the stand materials can be moved out of the exhibition area by the authorized personnel stated on the Move out Approval Form, and only by re-signing the form.

#### Information Desk:

An information desk at the exhibition area will support requests and requirements of the exhibitors during the congress, set-up and dismantling.

#### **6. EXHIBITOR ATTENDANCE AND ACCESS TO THE EXHIBITION:**

Exhibitor badges needs to be picked up at the Registration Desk in the Congress Venue.

#### **7. SECURITY SERVICE**

General security will be provided from the beginning of move-in to the end of move-out. Although general security will be provided during the ISAPS 2022, neither the Congress Hosts, the Congress Organizing Secretariat nor ICEC Istanbul will be responsible for any loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives. We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibition area, from the start of move-in till the end of move-out.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the closing of the exhibition hours, it is the exhibitor's responsibility to obtain the necessary paperwork / credentials for these people to gain admittance to the exhibition area and inform the Congress Organizing Secretariat.
- Please keep your giveaways and other promotional material out of sight after exhibit hours.
- Please do not schedule any meetings in your booth outside of exhibit hours.
- Safety and courtesy require that all aisles should stay free of obstacles such as protruding furniture, displays or display material.



## 8. LIABILITY

Neither the Congress Organizing Secretariat, ICEC Istanbul, any suppliers, their employees or representatives, nor any member of the Congress Hosts can be held responsible for any injury that may occur to the exhibitor or to the exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities, associations, employees and members thereof from any and all claims arising from any cause whatsoever.

## 9. CLEANING SERVICE

You should fill in the Service Form for daily cleaning service of booths. The Congress Venue is responsible for maintaining the common and public areas and the aisles within the exhibition area.

## 10. CAR PARKING

Private cars can be parked in the car park located in 200m walking distance to the Congress Venue on payment of a parking fee.

## 11. FIRE PRECAUTIONS

In the event of fire, switch off all electrical equipment and machinery in the vicinity of the fire, notify the venue's security immediately and clear the hall promptly by the nearest fire exit.

## 12. HOTEL ACCOMMODATION

Hotel accommodation is available in various hotels. The accommodation can be booked through TOPKON Congress Services who is handling hotel bookings. Please book hotel accommodation via the website: <https://secure.eventmagix.com/isaps2022/> or contact with TOPKON for your group bookings. Please note that TOPKON may provide additional hotel categories according to your request.

## 13. SMOKING POLICY

The congress venue is a non-smoking area.

## 14. INSURANCE

Please provide evidence of your public liability insurance by sending proof to [marketing@isaps.org](mailto:marketing@isaps.org).





## 15. CUSTOMS BROKER & SHIPPING

**IMPORTANT NOTICE: Turkey is not a member of European Union. It is very important to following up instructions which will be given by recommended supplier.**

To ensure that your exhibit material is taken care of professionally and reaches the Congress Venue on time, we offer to use the official forwarder company of ISAPS 2022: Schenker Arkas Logistics.

Please be informed that International Shipping Guidelines, Instruction Kit and Tariffs will be sent by Schenker Arkas.

### Local logistic, Transport, Delivery and Customs Clearance



#### **Schenker Arkas Logistics / Schenker Arkas Nakliyat ve Ticaret A.S.**

Address : Cobancesme Kavsagi, İstanbul Dünya Ticaret Merkezi  
A2 Blok No:330 Kat:10 Yeşilköy 34149 Istanbul TURKEY

Phone : +90 212 465 61 45

Fax : +90 212 465 61 35

Web Site : [www.schenkerarkas.com.tr](http://www.schenkerarkas.com.tr) [www.schenkerfairs.com](http://www.schenkerfairs.com)

Contact : Mr. Coskun Bilen

Email : [coskun.bilen@dbschenkerarkas.com.tr](mailto:coskun.bilen@dbschenkerarkas.com.tr)

Mr. Coşkun Bilen is your key contact for special services and all information regarding professional handling of stand material, forklift service, secured storage (before / during / after the congress), general transport, freight shipment and customs clearance.

Please note that Schenker Arkas Logistics is our recommended supplier with their experience in Congress venue and city, and exhibitors may work with their own suppliers. In that case, exhibitors' suppliers should get in touch with Schenker Arkas to schedule build up and dismantling. Congress Organizing Secretariat cannot be held responsible for any inconvenience caused by parties or suppliers.

## 16. CARRIAGE – MATERIALS HANDLING

We would like to point out that all shipments entering Turkey are subject to customs clearance procedures. Neither the Congress Organizing Secretariat nor Schenker Arkas will accept any customs charges. It is therefore vital that all your goods being transported/customs cleared should be handled by a professional transport agency.



It is strictly recommend not sending any stand material and / or literature to the ICEC Istanbul ahead of time. Congress Organizing Secretariat, Schenker Arkas and ICEC Istanbul reject any liability for material which has not arrived or cannot be found due to incorrect addresses and / or information.

Please make your arrangements well in advance as Schenker Arkas has to obtain all the necessary information beforehand and charge separately.

#### **17. TRANSPORTING YOUR OWN MATERIALS**

If the exhibitors transport their own materials, they should be aware of and pay attention to the following details:

- Access to loading dock.
- Delivery and unloading of the stand material is planned by using the good entrance and the official delivery bridge of the İstanbul Lutfi Kırdar Convention and Exhibition Centre–Rumeli Fair & Exhibition Centre.
- Due to limited space, all lorries must be moved to the truck parking immediately after unloading.
- **For forklift usage please contact Schenker Arkas.**
- Please note that trucks are allowed to drive in the city center between 22:00 – 06:00.
- Kindly be informed that cargos sent to the congress venue **must be** labeled according to the instructions which will be given by **Schenker Arkas**.

#### **18. ENTRIES TO THE EXHIBITION AREA**

Schenker Arkas is the logistics company appointed to arrange the entries to the exhibition area, so the **exhibitors need to get in contact with Mr. Coskun Bilen from Schenker Arkas in order to arrange their entry schedule into the Congress Venue even if they did not handle the shipping process with Schenker Arkas.**

#### **19. STORAGE**

For storage of big crates, please contact Schenker Arkas:



## 20. SHIPPING OUT MERCHANDISE

No equipment, such as dollies or other transport devices are allowed to be moved from the common and public areas of the Congress Organizing Secretariat.

Only the vehicle designated to transport the material / equipment will be admitted to the loading dock once the material is loaded on the dock. Delivery trucks do not have access to the exhibition rooms, unless a special agreement has been made with the Schenker Arkas.

Regulations and hours for shipping out merchandise must be respected.

## B. RULES AND REGULATIONS

### 1. CONDITIONS OF PARTICIPATION

ISAPS reserves the right, at its sole discretion, to change the date or dates upon which the Exhibition is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Congress Organizing Secretariat shall not be liable for damages or otherwise failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by, or in consequence of fire, flood, storm, war, rebellion, insurrection, riot, civil commotion, strike or any cause whatever beyond the control of the Congress Organizing Secretariat whether similar or dissimilar from the causes enumerated herein.

**The exhibitor agrees to obtain the authorization of ISAPS for any event that they plan to hold during the ISAPS World Congress that involves meeting registrants.**

The exhibitor agrees to comply with and accept terms and conditions on the contract and “Exhibitor Manual” issued by the Congress Organizing Secretariat, and such other rules and regulations or operating procedures as the Congress Organizing Secretariat may reasonably require for orderly construction, conduct and dismantling of the exhibition from move-in through move-out.

### 2. ICEC ISTANBUL HOUSE RULES

The rules of the ICEC Istanbul apply and are binding to all exhibitors. Whoever does not follow these regulations might be excluded from the exhibition after a first warning.

### 3. AMENDMENTS TO RULES

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of the Congress Organizing Secretariat. These rules may be amended at any time by the Congress Organizing Secretariat and all amendments so made shall be equally binding on exhibitors with the foregoing rules and regulations.



#### **4. SUBLETTING**

It is strictly forbidden to sublet a booth space without prior written permission of the Congress Organizing Secretariat.

#### **5. KEEPING EXITS CLEAR**

Display material should not block:

- Emergency Exits
- Electrical Rooms
- Fire-hose Cabinets
- Signs
- Fire Alarms & Fire Rooms
- Cleaning Stations

#### **6. CARE OF RENTED SPACE**

Exhibitors must make sure that the space rented for their stand remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the Congress Organizing Secretariat.

#### **7. INSPECTION OF LEASED PREMISES**

A representative from the Congress Organizing Secretariat will inspect the leased areas with a representative of ICEC Istanbul. Existing damage to walls and floors will be noted by both parties, as any additional damage to the premises will be charged to the exhibitor for repairs. In order to avoid damage to the flooring in the exhibition area, we request that heavy pieces of equipment being shown in the exhibits be placed on skids.

#### **8. SOLICITING & PROMOTIONAL ACTIVITIES**

Not only commercial soliciting, but distribution of samples, souvenirs and promotional items are prohibited except inside the exhibitor's own booth or agreed with ISAPS. These activities are forbidden in the aisles, restaurants, entrance hall or any other area of the Congress Venue open to public use.

#### **9. SOUND TRANSMISSION**

Sound level may not exceed 60 decibels, 4 feet (1.22 meter) away from the source. This limit should not be exceeded by any machine, musical group, information broadcasted or any other source.



## 10. CATERING / FOOD & BEVERAGE SERVICES

We would like to inform you that **it is strictly forbidden to bring and/or serve Food & Beverages to the Congress Venue according to Congress Venue rules.**

Requests for Food & Beverages please fill in the Catering / Food & Beverage Services Order Form. In case you need any other Food & Beverage which are not included to the order form, kindly contact [isaps2022@topkon.com](mailto:isaps2022@topkon.com)

## 11. TECHNICAL SERVICES

According to Congress Venue regulations **it is not allowed to bring any kind of external technical equipment** to the Congress Venue. If you need any special requirements please contact with Topkon Congress Services. Please see Technical Equipment Order Form.

## 12. INSURANCE

Exhibitors are entirely liable for damages to third parties' stands, properties, health (be injury or death). To this extent Congress Hosts, Congress Organizing Secretariat and ICEC Istanbul are to be considered third parties and will assume no responsibility for bodily loss of, or damage to products, booths, equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings.

Exhibitors' liabilities are extended to their personnel and / or other people working under their control. Since neither Congress Hosts, Congress Organizing Secretariat and their staff nor ICEC Istanbul are liable for any damages and / or loss suffered by the exhibitors' goods during the exhibition and dismantling – it is strongly recommended to take out insurance accordingly.

ICEC Istanbul will be locked at night. Extra security service for the exhibition is not planned. The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitors' property is in the care, custody and control of the exhibitor at all times.

Each Exhibitor should have total coverage insurance for his booth, which should include cover for burglary, fire, property damage or destruction, accidents and injury in addition to liability insurance.





## C. STAND REQUIREMENTS & NECESSARY ORDER FORMS

### GENERAL INFORMATION ABOUT STAND REQUIREMENTS

Please note that Topkon Congress Services should be informed about your requests regarding your stand needs accordingly with the deadlines.

#### Requirements Included in the Order Forms

Exhibitors should fill in the following forms accordingly with their needs regarding to the ISAPS 2022 Exhibition and send them to Topkon Congress Services respecting the deadlines mentioned on each form. Any orders received after the designated dates will be assessed according to the state of conditions.

Please check if the forms you sent are received by Topkon Congress Services

#### Specific Requests Which Are Not Included in the Order Forms

If you have some specific requests other than the ones mentioned in the order forms, you should get in contact with Topkon Congress Services.

After we receive your requirements, we will check if there is any possibility to meet your request and following this checking process, we will let you know about the result.

### STAND CONSTRUCTION & DECORATION SERVICES

For your requests regarding to your stand decoration, furniture, carpeting, accessories, etc., you can use the Decoration Services Order Form.

Items listed in the form can be seen in the Stand Equipment Catalogue. All items' prices are for the entire exhibition and will not be charged daily.

Please note that your orders after the exhibition build-up beginning will be subject to a price with 50% raise.

### STAND CLEANING SERVICES

A basic stand cleaning service including hovering as well as emptying of ashtrays and dustbins is offered.

Please note that pricing of stand cleaning is daily (once a day) basis. Appropriate order form for stand cleaning services is Extra Services Order Form.



### FLOOR COVERING SERVICES

To have carpet floor on your stand and / or to have a platform settled up at your stand area, you may get in contact with Topkon Congress Services. Please note that carpeting and settling platform is charged separately.

### ELECTRIC POWER SUPPLY

The electric currents in Turkey are 220 Volts, AC 50 Cycles 2 pin round plugs are used.

Electricity supply for the general exhibition area will be provided by the Congress Venue. Exhibitors should order electricity supply additionally. We would like to inform you that the type of the sockets used in Turkey is Continental Europe.

Pricing for electricity supply is arranged for the entire exhibition and will not be charged daily. Exhibitors who do not order basic modular booth should fill in the Electricity Supply Order Form.

Neither the Congress Center nor the Organizing Committee shall be held responsible for the continuity and / or constancy of the electrical power supply which depends on the company supplying this type of energy.

The Organizing Committee reserves the right to authorize its own electrical technicians to disconnect at any time the power connection of any system that due to manipulation or to any other cause might cause operating disturbances or might produce problems in the infrastructure power supply.

### TECHNICAL EQUIPMENTS SERVICES

We would like to inform you that it is not allowed to bring any kind of technical equipment outside from the Congress Venue. Exhibitors can have technical equipment at their stands only if they ordered them from Topkon Congress Services.

For any kind of technical equipment such as audio-visual, computers, and video systems to use at your stand, you can use Technical Equipment Order Form.

Please note that technical equipment's prices are calculated on day-basis. Please select the dates you request the equipment on the form clearly.

### TELECOMMUNICATION SERVICES

Exhibitors can need a telephone line or internet connection during the exhibition. Please select the adequate option for your needs. The appropriate order form is Telecommunication Services Order Form. Prices listed in the order form are stated for the entire exhibition and will not be charged daily. Telephone usage fee will be calculated and be informed to you after the congress & exhibition closes. So the payment of telephone usage will be charged after the congress.



### **CATERING / FOOD & BEVERAGE SERVICES**

We would like to inform you that it **is not allowed to bring and/or serve Food & Beverages to the Congress Venue according to Congress Venue rules.**

Exhibitors can have and / or offer food & beverages at their stands only if they ordered them from the Congress Organizing Secretariat.

To order food & beverages for your stand you can use the Catering / Food & Beverage Services Order Form Pricing of food & beverages are on day-basis except when stated otherwise.

In case you have any other food & beverage needs that are not mentioned in the order form, please contact to Topkon Congress Services.

Please **do not forget to indicate the exact dates** you need food & beverages on the form, so the deliveries of your orders can be done properly.

### **TEMPORARY STAFF SERVICES**

Staff for your stand (hosts / hostesses, waiters / waitresses, etc...) can be hired according to your specific needs. Please clearly indicate the number of staff needed, time of presence at the stand as well as the skills asked for.

Please note that pricing for temporary staff is on day-basis and calculated accordingly with the shifts. The shifts are for 8 working hours. Extra time will be charged additionally. The appropriate order form is Extra Services Order Form.

### **SECURITY SERVICES**

To require additional security for your booth, products or equipment, exhibitors can use the Extra Services Order Form.

Please indicate clearly if you need security personnel for day or for night. Pricing for security is on day-basis and calculated accordingly with the shifts. Both for day and night the shifts are for 8 hours. Extra time will be charged additionally. Please note that extra hour charges differ between day and night time.



**CONSTRUCTION STAFF REGISTRATION FORM**

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**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

Indicate the names of your company representatives and other details regarding to them completely.  
Please use capital letters.

**Name of Representative 1 –** \_\_\_\_\_

**Name – Surname:** \_\_\_\_\_

**Position in the Company:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Representative 2 –** \_\_\_\_\_

**Name – Surname:** \_\_\_\_\_

**Position in the Company:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of the Contact Person:** \_\_\_\_\_



**MOVE OUT REGISTRATION FORM**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

Please indicate clearly who will be the responsible of your company for the move-out process and take your stand materials and equipment.

**Name - Surname:** \_\_\_\_\_

**Position in the Company:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

It will not be allowed to move out your stand materials and equipment without the presence and signature of your representative indicated above when exiting from the exhibition area on September 24<sup>th</sup>, 2022

**Date:** \_\_\_\_\_ **Signature of the Contact Person:** \_\_\_\_\_

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This part below will be signed at the end of the exhibition during move-out.

Signature of Company Responsible during the Exhibition:





## ELECTRICITY SUPPLY ORDER FORM

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

### COMPANY DETAILS

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

Please select the adequate option you will need for your stand.

- The prices are for 4 days of Exhibition.
- Electricity connection will be installed on build-up date, after the stand constructions are over. Electricity to test your equipment can be supplied till this time.
- Please note that a triple power socket, including power supply will be provided free of charge. Please check the item on the chart below if you require to have.

Code	Item Ordered	Description	Unit Price	# of Units	Total Price
Elc.0	Monophase power line installation		€0	x	€
Elc.1	Monophase power line installation	Max. 4 KW supply	€95,00	x	€
Elc.2	Triphase power line installation*	5 KW supply	€140,00	x	€
Elc.3	Triphase power line installation*	6 – 10 KW	€210,00	x	€
Elc.4	Triphase power line installation*	11 – 15 KW	€280,00	x	€
Elc.5	Triphase power line installation*	16 – 20 KW	€350,00	x	€
Elc.6	Distributor Box ( exclusive of usage )	For max. 10 KW supply	€115,00	x	€
Elc.7	Distributor Box ( exclusive of usage )	For max. 20 KW supply	€210,00	x	€
<b>Subtotal</b>					€
<b>+ 18%VAT</b>					€
<b>Total Amount</b>					€

\* Please indicate the type of plug (CEE 5x32, CEE 5x16 etc.) or any other specification you may need.

**Electricity consumption will be charged at the end of the congress.**

**Date:** \_\_\_\_\_

**Signature of the Contact Person:** \_\_\_\_\_



**TECHNICAL EQUIPMENTS ORDER FORM – Page 1**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please select the items you need.**

- Listed prices are per day prices and excluding VAT 18%.
- If you do not need the equipment during the exhibition, please indicate the dates you need the equipment exactly.

Code	Item ordered	Unit Price	# of Units	# of Days	Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
Tec.1	Video - Data Projector 5.500 ANSI Lumen	€ 265,00	x	x	=	€				
Tec.2	Video - Data Projector 12.000 ANSI Lumen	€ 825,00	x	x	=	€				
Tec.3	2mm mm Led m2	€ 145,00	x	x	=	€				
Tec.4	3mm mm Led m2	€ 120,00	x	x	=	€				
Tec.5	HDMI switcher	€ 110,00				€				
Tec.6	Pulse2 / Saphir switcher	€ 420,00				€				
Tec.7	NovaStar LED display Controller	€ 840,00				€				
Tec.8	UPS 10KW	€ 660,00				€				
Tec.9	42" Plasma Screen	€ 70,00				€				
Tec.10	65" Plasma Screen	€ 160,00				€				
Tec.11	Laptop	€ 50,00				€				
Tec.12	MacBook	€ 110,00				€				
<b>Subtotal - Page 1</b>					=	€				

**Date:** \_\_\_\_\_

**Signature of the Contact Person:** \_\_\_\_\_



TECHNICAL EQUIPMENTS ORDER FORM – Page 2

DEADLINE TO RETURN THIS FORM: WEDNESDAY – SEPTEMBER, 1<sup>st</sup>, 2022

Code	Item ordered	Unit Price	# of Units	# of Days	Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
Tec.13	Truss 52x52 per meter	€ 85,00	x	x	€					
Tec.14	Truss 42x42 per meter	€ 70,00	x	x	€					
Tec.15	Truss Leg 52x52 per meter	€ 85,00	x	x	€					
Tec.16	Truss Leg 42x42 per meter	€ 70,00	x	x	€					
Tec.17	Truss Engine	€ 70,00	x	x	€					
Tec.18	Hand Microphone	€ 40,00	x	x	€					
Tec.19	200 W Speaker	€25,00	x	x	€					
Tec.20	Tie Microphones	€35,00	x	x	€					
Tec.21	Headset Microphone	€60,00	x	x	€					
Tec.22	DJ Setup	€ 600,00	x	x	€					
Tec.23	DJ + DJ Setup	€ 900,00	x	x	€					
Tec.24	Sound Mixer Analog	€ 145,00	x	x	€					
Tec.25	TF 5	€ 240,00	x	x	€					
Tec.26	M7CL	€ 420,00	x	x	€					
Tec.27	CL-5	€ 600,00	x	x	€					
Tec.28	Pro -6	€ 600,00	x	x	€					
Tec.29	Robe for Gobo 1200 Spot AT Clay Paky Alpha 700 hpe	€ 90,00	x	x	€					
Tec.30	6 Channel Dimmer	€ 180,00	x	x	€					
Tec.31	32 Channel Digital Dimmer	€ 600,00	x	x	€					
Tec.32	Avolite Tiger Light Bar	€ 420,00	x	x	€					
Tec.33	Pixel Line	€ 50,00	x	x	€					
Tec.34	Monfretto Leg with 2x1000W Desisti	€ 240,00	x	x	€					
<b>Subtotal</b>					€					
<b>Subtotal from Page 1</b>										
<b>Grand Total</b>										
<b>+ 18%VAT</b>					€					
<b>Total Amount</b>					€					

Date:

Signature of the Contact Person:



**DECORATION SERVICES ORDER FORM – Page 1**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please select the items you need.**

- Prices are for the entire exhibition except the items especially mentioned as “per day”. For those items that will be priced on per day basis, please pay attention to write on which day/days you require the item at your booth.
- Listed prices are excluding VAT 18%.

Basic Modular Stands include;

- Panels
- Company Name Heading
- 1 Table (105)
- 2 Chairs (309)
- 1 Waste Paper Basket
- 100-watt spotlight per each 3 sqm area
- Extension Cord
- Carpet



Code	Item ordered	Price	Size (mxm)	Total Sqm	Total Price
Dec.001	Basic Modular Stand (per sqm)	€ 25,00			€

**Subtotal – Basic Modular Stand** = \_\_\_\_\_ €

**Date:**

**Signature of the Contact Person:**



**DECORATION SERVICES ORDER FORM – Page 2**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

Code	Item ordered	Price		# of Units	Total Price
103	Wooden Round Table	€ 65	x	=	€
105	Wooden Table	€ 55	x	=	€
107	Wooden Bar Table	€ 79	x	=	€
109	Glass Coffee Table	€ 47	x	=	€
110	Glass Table	€ 86	x	=	€
111	Rectangle Table	€ 42	x	=	€
112	Lake Coffee Table	€ 23	x	=	€
113	Lacquer Coffee Table	€ 28	x	=	€
201	Showcase	€ 60	x	=	€
205	Showcase w/light	€ 79	x	=	€
206	Showcase w/light	€ 134	x	=	€
208	Desk	€ 28	x	=	€
209	Information Desk	€ 28	x	=	€
213	Cupboard with shelves	€ 47	x	=	€
215	Small Oval Desk	€ 88	x	=	€
216	Cupboard	€ 33	x	=	€
217	Display Cube	€ 18	x	=	€
218	Display Cube	€ 23	x	=	€
508	U Wooden Bar Table	€ 93	x	=	€
221	Pannel	€ 28	x	=	€
224	Shelf	€ 19	x	=	€
231	Wooden Door	€ 70	x	=	€
250 – B	White Wood Chair	€ 33	x	=	€
255 –B	Leather Bar Chair	€ 60	x	=	€
307	Z Bar Stool	€ 33	x	=	€
309	Leather Chair	€ 42	x	=	€
513	Wire Black Bar Chair	€ 47	x	=	€
312–B	White Armchair	€ 88	x	=	€
313–B	Double Sofa White	€ 139	x	=	€
315	Clothes Rack	€ 23	x	=	€
318	Waste Paper Basket	€ 18	x	=	€
321	Plant	€ 60	x	=	€





**DECORATION SERVICES ORDER FORM – Page 3**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

Code	Item ordered	Price		# of Units	=	Total Price
401	TV	€ 416	x		=	€
406	Laptop	€ 139	x		=	€
409	Kettle	€ 18	x		=	€
410	Coffee Machine	€ 93	x		=	€
411	Refrigerator	€ 79	x		=	€
412	Water Fountain	€ 79	x		=	€
413	Brochure Rack	€ 65	x		=	€
414	A3 Routing Board	€ 33	x		=	€
415	Coat System	€ 14	x		=	€
427	Rope Barrier	€ 47	x		=	€
431	Wood Floral	€ 70	x		=	€
417	20W LED	€ 10	x		=	€
418	100W Spotlight Lamb	€ 65	x		=	€
420	Spot	€ 18	x		=	€
421	Electrical Rall	€ 28	x		=	€
422	Extension Cord	€ 10	x		=	€
512	Distribution Panel	€ 93	x		=	€
			x		=	€
Subtotal	=	€				
+ 18%VAT	=	€				
<b>Total Amount</b>						<b>€</b>

Listed prices are excluding VAT 18%.

**Date:**

**Signature of the Contact Person:**



STAND EQUIPMENT CATALOGUE - Page 1

RENTAL FURNITURE CATALOGUE / KİRALIK EKSTRA MALZEME KATALOĞU

103

AHŞAP MASA  
WOODEN TABLE

h: 75  
r: 75



Fiyat / Price: 65 €

105

AHŞAP MASA  
WOODEN TABLE

h: 75  
l: 80  
w: 80



Fiyat / Price: 55 €

107

AHŞAP BAR MASA  
WOODEN BAR TABLE

h: 105  
r: 75



Fiyat / Price: 79 €

109

CAM SEHPA  
GLASS COFFEE TABLE

h: 40  
r: 60



Fiyat / Price: 47 €

110

CAM MASA  
GLASS TABLE

h: 75  
r: 80



Fiyat / Price: 86 €

111

DİKDÖRTGEN MASA  
RECTANGLE TABLE

h: 75  
l: 110  
w: 80



Fiyat / Price: 42 €

112

LAKE SEHPA  
LACQUER COFFEE TABLE

h: 50  
l: 50  
w: 50



Fiyat / Price: 23 €

113

LAKE SEHPA  
LACQUER COFFEE TABLE

h: 40  
l: 90  
w: 55



Fiyat / Price: 28 €

201

VİTRİN  
SHOWCASE

h: 99  
l: 102  
w: 52



Fiyat / Price: 60 €

VAT EXCLUDED / FİYATLARIMIZA KDV DAHİL DEĞİLDİR.



STAND EQUIPMENT CATALOGUE - Page 2

RENTAL FURNITURE CATALOGUE / KİRALIK EKSTRA MALZEME KATALOĞU

205

İŞIKLI VİTRİN  
SHOWCASE LIGHT

h: 200  
İ: 52  
w: 52



Fiyat / Price: 79 €

206

İŞIKLI VİTRİN  
SHOWCASE LIGHT

h: 200  
İ: 102  
w: 52



Fiyat / Price: 134 €

208

BANKO  
DESK

h: 86  
İ: 45  
w: 94,5



Fiyat / Price: 28 €

209

BANKO  
INFORMATION DESK

h: 98  
İ: 102  
w: 52



Fiyat / Price: 28 €

213

RAFLI DOLAP  
CLIPBOARD SHELF

h: 200  
İ: 102  
w: 40



Fiyat / Price: 47 €

215

KÜÇÜK OVAL BANKO  
SMALL OVAL DESK

h: 102  
İ: 102  
w: 40



Fiyat / Price: 88 €

216

DOLAP  
CLIPBOARD

h: 82  
İ: 105  
w: 42



Fiyat / Price: 33 €

217

SERGI KÜPÜ  
DISPLAY CLUPE

h: 50  
İ: 50  
w: 50



Fiyat / Price: 18 €

218

SERGI KÜPÜ  
DISPLAY CLUPE

h: 75  
İ: 75  
w: 75



Fiyat / Price: 23 €

VAT EXCLUDED / FİYATLARIMIZA KDV DAHİL DEĞİLDİR.





STAND EQUIPMENT CATALOGUE - Page 3

RENTAL FURNITURE CATALOGUE / KİRALIK EKSTRA MALZEME KATALOĞU

508

U BAR MASASI AHSAP  
U WOODEN BAR TABLE

h: 100  
l: 120  
w: 60



Fiyat / Price: 93 €

221

PANEL  
PANNEL

h: 234  
w: 95,5



Fiyat / Price: 28 €

224

RAF  
SHELF

l: 100  
w: 30



Fiyat / Price: 19 €

231

AHSAP KAPI  
WOODEN DOOR

h: 208  
w: 83



Fiyat / Price: 70 €

250-B

AHSAP SANDALYE BEYAZ  
WHITE WOOD CHAIR

h: 80



Fiyat / Price: 33 €

255-B

DERİ BAR SANDALYESİ  
LEATHER BAR CHAIR

h: 100



Fiyat / Price: 60 €

307

Z BAR TABURESİ  
Z BAR STOOL

h: 75



Fiyat / Price: 33 €

309

DERİ SANDALYE  
LEATHER CHAIR

h: 80



Fiyat / Price: 42 €

513

TEL BAR SANDALYESİ  
WIRE BLACK BAR CHAIR

h: 100



Fiyat / Price: 47 €

VAT EXCLUDED / FİYATLARIMIZA KDV DAHİL DEĞİLDİR.



STAND EQUIPMENT CATALOGUE - Page 4

RENTAL FURNITURE CATALOGUE / KİRALIK EKSTRA MALZEME KATALOĐU

**312-B** TEK KİŐİLİK KOLTUK  
BEYAZ  
ARMCHAIR WHITE

h: 82  
l: 74



Fiyat / Price: 88 €

**313-B** ÇİFT KİŐİLİK KOLTUK  
BEYAZ  
DOUBLE SOFA WHITE

h: 82  
l: 135



Fiyat / Price: 139 €

**316-K** DERİ PUF KIRMIZI  
LEATHER POUFFE RED

h: 40  
l: 37  
w: 37



Available on request

**315** VESTİYER  
CLOTHES RACK

h: 162



Fiyat / Price: 23 €

**318** ÇÖP KOVASI  
WASTE PAPER BASKET

h: 25



Fiyat / Price: 18 €

**321** BİTKİ  
PLANT

h: 150



Fiyat / Price: 60 €

**401** TV  
TV



Fiyat / Price: 416 €

**406** DİZÜSTÜ BİLGİSAYAR  
LAPTOP



Fiyat / Price: 139 €

**409** SU İSTİTİCİ  
KETTLE



Fiyat / Price: 18 €

VAT EXCLUDED / FİYATLARIMIZA KDV DAHİL DEĐİLDİR.





STAND EQUIPMENT CATALOGUE - Page 5

RENTAL FURNITURE CATALOGUE / KİRALIK EKSTRA MALZEME KATALOĞU

410 KAHVE MAKİNASI  
COFFEE MACHINE



Fiyat / Price: 93 €

411 BUZDOLABI  
REFRIGATOR



h: 83  
l: 54  
w: 54

Fiyat / Price: 79 €

412 SU MAKİNASI  
WATER FOUNTAIN



h: 100  
l: 32  
w: 32

Fiyat / Price: 79 €

413 BROŞÜRLÜK  
BROCHURE RACK



h: 100  
l: 30

Fiyat / Price: 65 €

414 A3 YÖNLENDİRME  
PANOSU  
A3 ROUTING BOARD



Fiyat / Price: 33 €

415 SİSTEM ASKILIK  
COAT SYSTEM



Fiyat / Price: 14 €

427 İPLİ BARIYER  
ROPE BARRIER



h: 100

Fiyat / Price: 47 €

431 AHŞAP ÇİÇEKLIK  
WOOD FLORAL



h: 90  
l: 90  
w: 20

Fiyat / Price: 70 €

417 20 W LED KOLLU  
20 W LED



Fiyat / Price: 10 €

VAT EXCLUDED / FİYATLARIMIZA KDV DAHİL DEĞİLDİR.



STAND EQUIPMENT CATALOGUE - Page 6

RENTAL FURNITURE CATALOGUE / KİRALIK EKSTRA MALZEME KATALOĞU

418

100 W GRI  
PROJEKTÖR  
100 W SPOTLIGHT LAMB



Fiyat / Price: 65 €

419

100 W LED KOLLU  
PROJEKTÖR  
100 W SPOTLIGHT LAMB



Fiyat /Price: 47 €

420

SPOT  
SPOT



100 w

Fiyat / Price: 18 €

421

ELEKTRO RAY  
ELECTRICAL RAIL

l: 200



Fiyat / Price: 28 €

422

UZATMA KABLOSU  
EXTENSION CORD



Fiyat / Price: 10 €

512

PLASTİK ELEKTRİK  
DAĞITIM PANOSU  
PLASTIC ELECTRIC  
DISTRIBUTION PANEL



Fiyat / Price: 93 €

VAT EXCLUDED / FİYATLARIMIZA KDV DAHİL DEĞİLDİR.



**FLOOR COVERING / CARPETING ORDER FORM**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_



Listed prices are excluding VAT 18%.  
Please indicate color and sizes.

Item ordered	Price		Size (mxm)	=	Total sqm	=	Total Price
Black Carpet	€10	X		=		=	€
Red Carpet	€10	X		=		=	€
Blue Carpet	€10	X		=		=	€
Grey Carpet	€10	X		=		=	€
Chipboard Platform	€25	X		=		=	€

**Subtotal - Floor Covering** = €

**Date:**

**Signature of the Contact Person:**





**TELECOMMUNICATION SERVICES ORDER FORM**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please select the items you need.**

- Internet connection prices are listed as package prices that differs accordingly with the number of days you will require internet connection.
- Internet connection is provided by supplying a line and a password. Please indicate how many passwords you will need.
- Our prices are both for wired and Wifi internet
- Wired internet is valid for a single device. In case of multi-use requests, an additional router must be requested. Additional router will be charged separately.
- If V Lan is requested in the wired network, an extra daily fee will be charged.
- Listed prices are excluding VAT 18%.

Code	Item ordered						
Telc.1	Internet Connection						
		<b>10Mbps</b>	<b>20Mbps</b>	<b>30Mbps</b>	<b>40Mbps</b>	<b>50Mbps</b>	<b>100Mbps</b>
	<b>1 Day</b>	€383,00	€573,00	€670,00	€766,00	€860,00	€1.340,00
	<b>2 Days</b>	€478,00	€670,00	€766,00	€860,00	€956,00	€1.433,00
	<b>3 Days</b>	€573,00	€766,00	€860,00	€956,00	€1.053,00	€1.530,00
	<b>4 Days</b>	€670,00	€860,00	€956,00	€1.053,00	€1.147,00	€1.626,00
	<b>5 Days</b>	€766,00	€956,00	€1.053,00	€1.147,00	€1.243,00	€1.720,00

Here write the dates that you require internet connection:	
<b>Total Internet Connection</b>	= €
<b>+ 18%VAT</b>	= €
<b>Total Amount</b>	=

**Date:**

**Signature of the Contact Person:**



**CATERING / FOOD & BEVERAGES ORDER FORM – Page 1**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please select the items you need.**

- Prices listed below are all per day prices. Please select the dates that you ordered to be delivered to your stand.
- “Tea / Coffee” and “Espresso Coffee” are not included in rental fees of machines. They should be ordered separately **(Code:F&B.30–31–32)**.
- Sugar (white or brown), milk, cups, stirring sticks and water are included in the rental prices of the Tea / Coffee Machines.
- Listed prices are excluding VAT 18%.

Code	Item ordered	Description	Unit Price	# of Units	# of Days	Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
<b>Assorted Mini Panini Sandwiches</b>						<b>Please indicate the serving time here</b>					
F&B.1	20 pcs tray order (4cm x 4 cm)	Mini Panini sandwich with ham & cheese	€30,00	x	=	€					
F&B.2	20 pcs tray order (4cm x 4 cm)	Mini Panini Sandwich with cheese & pesto sauce	€30,00	x	=	€					
F&B.3	20 pcs tray order (4cm x 4 cm)	Mini Panini Sandwich with Mozarella Cheese & vegetables	€32,00	x	=	€					
F&B.4	20 pcs tray order (4cm x 4 cm)	Mini Panini Sandwich with tuna fish & vegetables	€32,00	x	=	€					
F&B.5	20 pcs tray order (4cm x 4 cm)	Mini Panini Sandwich with chicken breast & vegetables	€32,00	x	=	€					
<b>Subtotal – Page 1</b>						€					





**CATERING / FOOD & BEVERAGES ORDER FORM – Page 2**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

Code	Item ordered	Description	Unit Price	# of Units	# of Days	Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
<b>Assorted Panini Sandwiches</b>						<b>Please indicate the serving time here</b>					
F&B.6	Panini Sandwich (17 cm x 6 cm)	Mini Panini sandwich with ham & cheese	€5,00	x	x	=	€				
F&B.7	Panini Sandwich (17 cm x 6 cm)	Mini Panini Sandwich with cheese & pesto sauce	€5,00	x	x	=	€				
F&B.8	Panini Sandwich (17 cm x 6 cm)	Mini Panini Sandwich with Mozzarella Cheese & vegetables	€6,00	x	x	=	€				
F&B.9	Panini Sandwich (17 cm x 6 cm)	Mini Panini Sandwich with tuna fish & vegetables	€6,00	x	x	=	€				
F&B.10	Panini Sandwich (17 cm x 6 cm)	Mini Panini Sandwich with chicken breast & vegetables	€6,00	x	x	=	€				
<b>Trays</b>											
F&B.11	Tray of Open-Faced Gourmet Sandwiches	20 pieces with cheese, veal ham, Turkish cheddar	€20,00	x	x	=	€				
F&B.12	Tray of Open-Faced Gourmet Sandwiches	30 pieces with cheese, veal ham, Turkish cheddar	€30,00	x	x	=	€				
<b>Platters</b>											
F&B.13	Turkish Cheese platter and crackers	4 kind of cheese (Turkish Cheddar, Goat Cheese, Turkish Feta Cheese, Kars Gravier & Salty crackers with dried fruits	€25,00	x	x	=	€				
F&B.14	International Cheese platter and crackers	4 kind of cheese (Brie, Gorgonzola, Mozzarella, Swiss Cheddar & Salty crackers with dried fruits	€34,00	x	x	=	€				
<b>Subtotal – Page 2</b>											
						€					



CATERING / FOOD & BEVERAGES ORDER FORM – Page 3

DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022

Platters					# of Units	# of Days		Please indicate the serving time here				
Code	Item ordered	Description	Unit Price					Total Price	Sep 20	Sep 21	Sep 22	Sep 23
F&B.15	1 Platter of Turkish Pastry	2 pieces of Assorted Turkish Pastry ( Açma, Poaçı, Simit )	€14,00	x	x	=	€					
F&B.16	1 Platter of Cookies	30 pieces and 4 sorts	€12,00	x	x	=	€					
F&B.17	1 Platter of Assorted Muffin	6 pieces ( with Fruit and Chocolate ) Each Piece 25gr.	€16,00	x	x	=	€					
F&B.18	Dessert Per Plate	30 pieces Cheese Cake and Brownie	€20,00	x	x	=	€					
F&B.19	Baklava Plate	1 kg. ( 30 Pieces )	€30,00	x	x	=	€					
F&B.20	Turkish Delight " Lokum"	1 kg.	€16,00	x	x	=	€					
F&B.21	Mixed Nuts	package – 100 gr. ( serve with bowl )	€4,00	x	x	=	€					
F&B.22	Potato / Corn Chips	1 bowl – 100 gr.	€2,00	x	x	=	€					
F&B.23	Mixed seasonal fruits	1 Platter of Whole fruits (3 kind and 6 Pieces total)	€12,00	x	x	=	€					
<b>Crudites (For min. 50 order)</b>												
F&B.24	Vegetable Crudite ( baby carrot, Cucumber, Cherry tomato on skewers) & Cips with Dip sauce, Salty Grissinies, Feta Cheese cubes with Green Olives		€6,00	x	x	=	€					
F&B.25	Vegetable Crudite ( baby carrot, Cucumber, Cherry tomato on Skewers) & Feta Cheese cubes and Olives (green olive with pepper, green & Kalamata olives with sauce) & Mixed Nuts (hazelnut, salty peanut, Kaju, sun-dried raisin)		€7,50	x	x	=	€					
F&B.26	Vegetable Crudite ( baby carrot, Cucumber, Cherry tomato on Skewers ) & Feta Cheese cubes and Olives (green olive with pepper, green & Kalamata olives with sauce ) & Chips with Dip sauce, Salty Grissinies, Feta Cheese cubes with Green Olives		€8,50	x	x	=	€					
<b>Subtotal – Page 3</b>							€					



**CATERING / FOOD & BEVERAGES ORDER FORM – Page 4**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

Create Your Own Coctail Menus (For min. 25 order)							Please indicate the serving time here					
Code	Item ordered	Description	Unit Price		# of Units	# of Days	Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
F&B.27	Cold Canepes (Per Piece)	On bread with Cheese	€1,50	x		x	€					
F&B.28	Cold Canepes (Per Piece)	Canape with beef ham and with greens olive	€2,00	x		x	€					
F&B.29	Cold Canepes (Per Piece)	On bread with black olive paste with Kars Gravier Cheese	€2,00	x		x	€					
F&B.30	Cold Canepes (Per Piece)	Mini Tartlets with eggplant puree	€2,50	x		x	€					
F&B.31	Cold Canepes (Per Piece)	Mini Tartlets with mashed broad beans	€3,00	x		x	€					
F&B.32	Cold Canepes (Per Piece)	Squash and eggplant rolled with parmesan cheese	€3,00	x		x	€					
F&B.33	Cold Canepes (Per Piece)	Roastbeef on croutons with mustard sauce	€3,00	x		x	€					
F&B.34	Cold Canepes (Per Piece)	Asparagus rolled with Smoked Salmon	€3,00	x		x	€					
F&B.35	Cold Canepes (Per Piece)	Veal medallions bruchetta	€3,00	x		x	€					
F&B.36	Cold Canepes (Per Piece)	Canape with red caviar	€3,50	x		x	€					
F&B.37	Hot Canepes (Per Piece)	Deepfried cheese	€2,00	x		x	€					
F&B.38	Hot Canepes (Per Piece)	Deep fried vegetable puree "Mücver"	€2,00	x		x	€					
F&B.39	Hot Canepes (Per Piece)	Turkish pastry with cheese " Su Borek"	€2,00	x		x	€					
F&B.40	Hot Canepes (Per Piece)	Mini spring roll with vegetables	€2,50	x		x	€					
F&B.41	Hot Canepes (Per Piece)	Meat balls with traditinal herbs	€2,50	x		x	€					
F&B.42	Hot Canepes (Per Piece)	Chicken soute with soy sauce	€2,50									
F&B.43	Hot Canepes (Per Piece)	Lamp skewers with papper " Mini Turkish Sish Kebap"	€3,50									
<b>Subtotal – Page 4</b>							€					



CATERING / FOOD & BEVERAGES ORDER FORM – Page 5

DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022

Code	Item ordered	Description	Unit Price		# of Units	# of Days		Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
<b>Beverages</b>								<b>Please indicate the serving time here</b>					
F&B.44	Water	0,5 lt. bottle	€1,00	x		x	=	€					
F&B.45	Water	1,5 lt. bottle	€1,50	x		x	=	€					
F&B.46	Milk	1Lt	€2,50	x		x	=	€					
F&B.47	Spring Water - Local	0,33 lt. bottle	€1,50	x		x	=	€					
F&B.48	Soft Drinks	0,33 lt. can (coke, diet coke, fanta, sprite, tonic )	€2,00	x		x	=	€					
F&B.49	Soft Drinks	1 lt. (coke, diet coke, fanta, sprite, tonic )	€3,00	x		x	=	€					
F&B.50	1 pot Tea	For 12 cups	€18,00	x		x	=	€					
F&B.51	1 pot Coffee	For 12 cups	€24,00	x		x	=	€					
F&B.52	1 container Tea	For 60 cups	€90,00	x		x	=	€					
F&B.53	1 container Coffee	For 60 cups	€115,00	x		x	=	€					
F&B.54	<b>Granile Tea/Coffee Machine</b> It Serves; Coffee, Espresso, Cappucino, Tea and hot water	Granile Tea / Coffee Machine during the organization (include with Granile Tea and Coffee for total 500 cups / 1 time)	€425,00	x		x	=	€					
F&B.55	Additional Tea / Coffee ( Granile )	1 kg Package for total 500 cups	€300,00	x		x	=	€					
F&B.56	Espresso Seed Machine It serves; Cappucino, Espresso, Latte)	Espresso Coffee Machine during the organization ( include with 1 kg Coffee Seeds for 150 cups / 1 time)	€350,00	x		x	=	€					
F&B.57	Additional Espresso Coffee Seeds	1 kg package ( for 150 cups )	€160,00	x		x	=	€					
<b>Subtotal – Page 5</b>								€					



**CATERING / FOOD & BEVERAGES ORDER FORM – Page 6**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

Code	Item ordered	Description	Unit Price		# of Units	# of Days		Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
									<b>Please indicate the serving time here</b>				
F&B.58	Bottle of Turkish White Wine	1 btl of 70 cl.	€30,00	x			=	€					
F&B.59	Bottle of Local Red Wine	1 btl. of 70 cl.	€30,00	x			=	€					
F&B.60	Bottle of Local Beer – Efes Pilsen	1 btl of 0,33 lt.	€4,00	x			=	€					
F&B.61	Ice Bag	5 kg	€5,00	x			=	€					
F&B.62	Turkish Coffee Stand	Min . 200 Pax / Daily	€450,00	x			=	€					
F&B.63	Waiter	Per 8 hours shift	€80,00	x			=	€					
<b>Subtotal – Page 6</b>									€				

<b>Total Amount – for Food &amp; Beverages (Pages 1,2,3,4,5&amp;6)</b>	=	<b>€</b>
<b>+ VAT 18%</b>	=	<b>€</b>
<b>Total Amount (VAT Inc)</b>	=	<b>€</b>

Date:

Signature of the Contact Person:





**EXTRA SERVICES ORDER FORM / CLEANING**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please select the items you need.**

Code	Item ordered	Unit Price		# of Units		# of Days		Total Price	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
Ext.1	Booth cleaning (per sqm)	€8,00	x		x		=	€					

- Cleaning service will be given at the end of each exhibition day.
- Listed prices are excluding VAT 18%.

**Date:** \_\_\_\_\_ **Signature of the Contact Person:** \_\_\_\_\_



**EXTRA SERVICES ORDER FORM / STAFF**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please select the items you need.**

- Prices for temporary staff such as host / hostess, waiter / waitress, or security personnel are per day prices. Please indicate the dates you want temporary staff.
- Working shift for temporary staff is 8 hours. If you want to have temporary staff more than 8 hours, it will be charged additionally.
- Listed prices are excluding VAT 18%.

Code	Item ordered	Unit Price	# of Units	# of Days	Total Price	May 23	May 24	May 25	May 26
Ext.2	English Speaking Host / Hostess (per 8 hours shift)	€45,00 x	<input type="text"/>	<input type="text"/>	€				
Ext.4	Extra hour for Host / Hostess	€7,50 x	<input type="text"/>	<input type="text"/>	€				
Ext.5	Waiter / Waitress (per 8 hours shift)	€80,00 x	<input type="text"/>	<input type="text"/>	€				
Ext.7	Extra hour for Waiter / Waitress	€15,00 x	<input type="text"/>	<input type="text"/>	€				
Ext.8	Security : Day (per 8 hours shift)	€80,00 x	<input type="text"/>	<input type="text"/>	€				
Ext.9	Extra hour for Security	€15,00 x	<input type="text"/>	<input type="text"/>	€				
Ext.10	Security : Night (per 8 hours shift)	€115,00 x	<input type="text"/>	<input type="text"/>	€				
Ext.11	Extra hour for Security at night	€20,00 x	<input type="text"/>	<input type="text"/>	€				
<b>Subtotal – Temporary Staff</b>					€				
<b>+ 18%VAT</b>					€				
<b>Total Amount</b>					€				



**PAYMENT FORM – Page 1**

**DEADLINE TO RETURN THIS FORM: SEPTEMBER, 1<sup>st</sup>, 2022**

**COMPANY DETAILS**

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Please fill the required parts below, accordingly with your order forms :**

<b>TYPE OF ORDER</b>	<b>TOTAL AMOUNT (Inc. VAT 18%)</b>
Total Amount from Electricity Supply Order Form	
Total Amount from Decoration Services Order Form	
Total Amount from Technical Equipment Order Form	
Total Amount from Telecommunication Services Order Form	
Total Amount from Catering / Food & Beverage Services Order Form	
Total Amount from Extra Services Order Form / Cleaning	
Total Amount from Extra Services Order Form / Staff	
<b>Grand Total for your Stand Orders</b>	

**Date:**

**Signature of the Contact Person:**



## PAYMENT FORM – Page 2

**DEADLINE TO RETURN THIS FORM TO TOPKON CONGRESS SERVICES: SEPTEMBER, 1<sup>st</sup>, 2022**

**E-mail: [isaps2022@topkon.com](mailto:isaps2022@topkon.com)**

**Please select your payment type:**

**A) Bank Transfer**

All the bank transfers should be made payable to TOPKON Congress Services.

Please transfer the required amount to the bank account indicated below:

### **PAYMENT DETAILS**

**BANK NAME: TÜRKİYE İŞ BANKASI**

**BRANC CODE: 1394**

**ACCOUNT NAME: TOP-KON TURİSTİK HİZMETLER YAT.İNŞ.VE TİC.LTD.ŞTİ.**

**EURO ACCOUNT NUMBER: 1394-0006099**

**EURO IBAN: TR510006400000213940006099**

**SWIFT CODE: ISBKTRIS**

**\*Please send your bank receipt by e-mail.**

E-mail: [isaps2022@topkon.com](mailto:isaps2022@topkon.com)

All bank commissions occurred should be settled by the exhibitor who is making the bank transfer. It is compulsory for the exhibitors to send a copy of the bank transfer invoice to [isaps2022@topkon.com](mailto:isaps2022@topkon.com) to avoid any kind of probable confusion. Otherwise, Congress Secretariat will not accept any responsibility about this matter.

**B) Credit Card**

Please e-mail the related and signed forms to [isaps2022@topkon.com](mailto:isaps2022@topkon.com). For credit card payment a secure link will be shared with you. Credit Card charges will be made in Turkish Lira at current Exchange rates. Please note that; 3 % bank commission will be added to all Credit Cards)