



## Application Form - 1

02-05 October 2019  
Tüyap Fair Convention and Congress Center

Company Name			
Address			
Telephone		Postal Code	
Fax		Web Site	
Managing Director		E-mail	
Contact Person		E-mail	
Tax Office		VAT Number	

ISK-SODEX Istanbul 2019 Space Only Price

Hall No: \_\_\_\_\_

Stand No: \_\_\_\_\_

## SPACE ONLY

 240 Euro / m<sup>2</sup> In-line Stand (1 side open / min. 12 m<sup>2</sup>) \* Exhibitor confirms to book an in-line stand area. 15 Euro / m<sup>2</sup> Corner Stand (2 sides open / min. 30 m<sup>2</sup>)

## SUPPLEMENTARY ORDER

 30 Euro / m<sup>2</sup> Head Stand (3 sides open / min. 70 m<sup>2</sup>) 45 Euro / m<sup>2</sup> Block Stand (4 sides open / min. 120 m<sup>2</sup>)

## TOTAL

= ..... Euro x ..... m<sup>2</sup> = ..... Euro + V.A.T. (18%)

\* Exhibitor confirms to book ..... sqm stand area.

\*If the exhibitors would like to book corner, head or block stand, these extra over price will be added to the space only price.

Date	Total Space Only Cost (EURO)	VAT 18% (EURO)	Grand Total (EURO)

Account Name: HANNOVER-MESSE SODEKS FUARCILIK A.S.

Bank: GARANTI BANKASI

Branch: GALATASARAY

IBAN NO. (Euro): TR27 0006 2000 0680 0009 0713 35

Swift Code: TGBATRISXXX

Bank Address: Kuloğlu Mah. İstiklal Cad. No:115/A Beyoğlu Istanbul 34430

## Accepting of Participation and Participation Contract:

This Fair Participation Contract is consisted of 4 pages. The Exhibitor undertakes information provided by it are true and accurate and that it read and accepted General Terms and Conditions between the pages 2 and 3 and Technical Conditions between the pages 3 and 4 of the Participation Contract by signing this first page.

EXHIBITOR

Stamp/  
Signature

Date

HANNOVER MESSE

SODEKS FUARCILIK A.Ş.

The Deutsche Messe AG Group of Companies

Stamp/Signature

Date

Contract No:

"THIS FAIR IS ORGANIZED WITH THE INSPECTION OF THE UNION OF CHAMBERS AND COMMODITY EXCHANGES OF TURKEY IN ACCORDANCE WITH THE LAW NUMBER 5174."

HANNOVER MESSE SODEKS FUARCILIK A.Ş. Büyükdere Cad. Şarlı İş Merkezi No:103 B Blok Kat:5 34394 Mecidiyeköy Istanbul  
Tel: 0(212)3346900 Fax: 0(212)3471096

## A. General Terms and Conditions

**1.** Hannover Messe Sodeks Fuarcılık A.Ş. (referred to as "Organiser"), on the one hand, and the Exhibitor (referred to as the "Exhibitor") whose full name / title and address are stated in "Exhibitor" section of this Contract, on the other hand, have reached agreement on the terms and conditions defined in this Contract (referred to as the "Contract") which govern the Exhibitor's participation in ISK-SODEX Istanbul fair to be held from 02 October 2019 to 05 October 2019. The Exhibitor who has signed the first page of this Contract agrees to all terms and conditions laid down below.

**2.** The person/s executing this Contract warrant/s to be authorised to represent and bind the company and to execute this Contract on behalf of the Exhibitor. If the power to sign of these persons is challenged, the Exhibitor and/or the signing persons shall be held liable for all the consequences. If the Contract is executed by persons without authorisation to represent the Exhibitor and incur debt on its behalf, all loss and damages suffered by the Organiser shall be indemnified by the unauthorised person/s executing the Contract, and – as the situation may require, and to the extent permissible by law – by the Exhibitor. If the Exhibitor is represented by at least two signatories, and if at least one authorised signatory has signed the Contract the following applies: if, for this reason, the Exhibitor claims at any time that the Contract is invalid then the signatory (or signatories) shall be considered mala fide and shall indemnify the Organiser for all losses suffered. However, such a situation does not abolish the responsibility of the Exhibitor. In such a situation, the burden of proof lies with the Exhibitor and/or the signatory/signatories. In addition to that, the Organiser shall send an email to the email address communicated by the Exhibitor to the Organiser and inform the Exhibitor about its application to participate in the fair on the basis of this Contract. When this email reaches the Exhibitor, it can no longer claim that the Contract was executed by unauthorised persons and/or that the Contract is not binding.

**3.** The Exhibitor declares and undertakes to comply with all terms and conditions of agreements the Exhibitor has already executed or will in future execute with third persons and organisations of the Organiser with respect to the contractual fair.

**4.** The Organiser and its authorised contractors have full authority on the fairground as of the moment the fairground is entered until the moment it is left. The Organiser reserves the right to issue all sorts of instructions on the fairground and in the area of its organisation for the purpose of professionalism and [mutual] benefits, as well as the right to change, annul and renew such instructions with respect to their administrative aspect, in particular when obliged to do so by law.

**5.** The Organiser shall issue the Exhibitor a free entrance ticket to the Fair. It is strictly prohibited to sell these special-issued tickets.

**6.** In its own (exhibition) area, the Exhibitor is liable for all direct and indirect harm or damage to third persons, own personnel and exhibited products. The Exhibitor is exclusively liable for theft, damage and loss suffered during the fair and affecting the Exhibitor's exhibited products, personal goods and valuables. To cover these risks, the Exhibitor has to take out insurance for its personnel and its products exhibited at the fair. The Organiser has to comply with the provisions on security in the legislation governing the organisation of fairs. During fair hours, the Organiser is responsible for the security on the fairground and in the halls. The Organiser does not have any other responsibility beyond this. The Exhibitors are responsible for the products they exhibit at their stands, the stand equipment and any private belongings. The Organiser also cannot be held liable for any loss or damages that may occur in the car park on the fairground.

**7.** Audio-visual presentations on the fairground and at the stands must not cause congestion in the fair corridors or at neighbouring stands. Otherwise, agents of the Organiser have the right to intervene in the presentations and stop them, if necessary. Details of planned audio-visual presentations must be communicated to the Organiser in writing. Visual presentations must not exceed the confines of the stand area. Otherwise agents of the Organiser have the right to intervene. If the noise level at a distance of 1 meter beyond the stand limit exceeds 85 dB agents of the Organiser shall first admonish the Exhibitor and request a noise reduction to below 85 dB. If the Exhibitor fails to comply, the Organiser's agents have the right to intervene and to cut the power supply to the Exhibitor's stand either temporarily or permanently. The Organiser cannot be held liable for damages suffered as a consequence of power cuts to the fairground and/or the stand area. In areas for which the Organiser is responsible, this respective article is not applicable.

**8.** On the fairground, minors under the age of 18 must be accompanied by their legal guardians. During assembly and disassembly of the fair, minors are not allowed on the fairground irrespective of whether or not they are accompanied by their legal guardians. It is prohibited to bring animals onto the fairground unless specially permitted by the Organiser.

**9.** The Organiser is the sole owner of all audio and visual broadcasting rights (radio, TV, etc.) on the fairground, in open and closed locations. Broadcasting is subject to permission. Broadcasting media are not allowed inside the fairground without permission.

**10.** The Exhibitor confirms to have licences for all products, software programmes, etc. exhibited at its stand which are subject to intellectual property or patent rights, to be the copyright owner or to have the user rights. If an exhibitor violates the intellectual property or patent rights of third persons, the Exhibitor is solely liable for all the consequences. Should the Organiser suffer any losses as a result of such a violation, the Exhibitor is obliged to pay damages in the amount communicated to the Exhibitor in writing. Neither this Contract nor participation in the fair gives the Exhibitor the right to claim any intellectual property rights of the Organiser or other third parties.

**11.** The Exhibitor accepts and warrants that its materials and exhibited products neither violate the legislation on the environment and human health nor administrative regulations. Demonstrations regarding exhibited products shall not disturb other exhibitors and visitors. The Exhibitor warrants to comply with all legislation and administrative regulations, while participating in the fair on the basis of this Contract. In this context, the Exhibitor is responsible and liable for obtaining all legally required permits and the TAPDK permits for the promotion, tasting and serving of alcoholic beverages. In addition to that the Exhibitor shall also obtain the approval of the Organiser for serving of alcoholic beverages. Any penalty/penalties payable by the Organiser and/or the owner of the fairground due to the Exhibitor's failure to comply with the aforementioned provision, shall be reclaimed from the Exhibitor.

**12.** In accordance with law No 5727 – "Prevention of the harm caused by tobacco products" – the consumption of tobacco and tobacco products is prohibited on the fairground. If the Exhibitor allows its employees or visitors to consume tobacco products at the stand assigned to the Exhibitor, the Exhibitor is directly liable for all legal sanctions. Any penalty/penalties payable by the Organiser or the fairground owner due to the Exhibitor's failure to comply with the prohibition and/or for not preventing smoking at its own stand, shall be reclaimed from the Exhibitor.

**13.** If the Exhibitor plans to organise a lottery it must at first obtain the written approval of the

Organiser. If the Organiser approves, the Exhibitor then has to obtain all legally required permits from the National Lottery Administration and other relevant organisations. Once the Exhibitor has obtained all permits, the lottery can be held. The Organiser reserves the right to permit the organisation of lotteries for visitors.

**14.** The Exhibitor must ensure that at least one employee is present at the stand who is able to inform visitors to the stand about technical and sales issues. Such a person must be present from one hour before fair opening until the fair closing hour.

**15.** During fair opening hours no goods must be brought onto the fairground or removed from it. During the fair it is prohibited to exhibit products with price labels, to carry out retail sales or to deliver products at the stand. This does not apply to subscription sales for business sector publications. Failure to comply may result in stand closure by the Organiser. If a stand is closed, the Exhibitor cannot claim any payment, expenses, loss or damages. At the same time, all costs associated with stand closure are borne by the Exhibitor. Brochures must only be distributed within the stand area.

**16.** Exhibitors exhibit their products and services in the area assigned to them. No products or promotional materials must be placed / protrude outside this area. Unless permitted, promotional activities (roller skate, rollerblade, scooter, ginger, hoverboard, bicycle, hostess, clown, mascot, robot) are not allowed outside the own stand area. Only products of one's own company and those approved by the Organiser may be exhibited at the stands.

**17.** During the fair, food, drink, cocktail receptions and other entertainment services organised for Exhibitors, visitors or personnel must be procured from the fair's official catering provider. The Organiser is free in its decision to grant or refuse requests for externally provided services.

**18.** The Exhibitor is not allowed to rent out its entire rented area or a part of it to third persons and/or let third persons use it, unless agreed otherwise in this Contract. Sharing of the stand area by more than one company and/or use of a stand as sub-Exhibitor of a main Exhibitor and/or inclusion as co-Exhibitor or supplementary Exhibitor are subject to approval by the Organiser. The request to share a stand area with another company must be stated in the application form and requires written permission by the Organiser. Co-Exhibitor are subject to the terms and conditions of this Contract. The main Exhibitor is obliged to inform its co-Exhibitors and/or supplementary Exhibitors about this issue and about any additional aspects. If a large group of companies desires to rent a stand as joint main Exhibitor they must authorise a joint representative in their application. For every activity, the exhibits of very single Exhibitor must be displayed, and personnel must be employed for the stand. The joint main Exhibitors are jointly and severally liable for the participation fee and the fees for all sorts of services.

**19.** In return for its participation in the fair, the Exhibitor shall pay the total amount stated in this Contract as Fair Participation Fee to the Organiser. The fair participation fee is calculated on a square meter basis; the unit is 1 m<sup>2</sup>. The various options and the stand area chosen by the Exhibitor are defined in the Terms of Payment appendix.

**20.** The following services as well as services not specifically stated in this Contract are not included in the participation fee. These services shall be provided by the Organiser upon request by the Exhibitor and against fee.

- Telephone, internet, telefax services
- Three-phase / single-phase power supply, pressurised air, water
- Special stand materials and supplementary materials
- Transport and storage services
- Advertising space and sponsorships

**21.** Payments denominated in foreign currencies shall be collected by the Organiser in Turkish Liras; the foreign currency buying rate of the Turkish Central Bank on due day shall apply. Payment of the participation fee may be effected by cheque, bank transfer or with credit card against receipt.

**22.** For the Exhibitor to be allowed to participate in the fair, the participation fee (incl. VAT) must have been paid or acceptable payment documents must have been submitted to the Organiser by the date defined in the Contract and in accordance with the payment plan stated in the Contract. In case of delays regarding the payment plan and/or the submission of payment documents related to the payment plan, the Organiser has the right to refuse the Exhibitor's participation in the fair, not to supply power or any other services, and in addition to or independently of the aforementioned measures to unilaterally terminate or suspend the Contract without prior warning and with all rights to receivables and other claims under the Contract reserved.

**23.** In case of delays in the payment of the fair participation fee and/or fees for other services procured from the Organiser, a default interest of 3% per month shall be applied without this requiring prior notice. If payment in instalments has been agreed, and if one instalment is not paid on time, the entire participation fee falls due. In case of delayed payment, the Organiser, at its own discretion, can either collect the due fee without terminating the Contract for cause or by terminating it for cause and claiming the termination-related contractual penalty.

**24.** Within 7 days after signing of the Contract, the Participant has the right to unilaterally withdraw from the Contract without having to pay any compensation, provided the Contract has not been executed within the period of 150 days before fair opening. If the Contract has been executed with the 150 days period before fair opening or if the 7-day period has ended, the Participant no longer has the right to unilaterally terminate the Contract and/or not to participate, unless the (exceptional) conditions defined in this Contract apply. If, under the aforementioned circumstances, the Participant does not participate in the fair for whichever reason, the Participant accepts and warrants to pay the full participation fee (100%), incl. VAT, as contractual penalty.

**25.** The Contract comes into force the day it is executed by the parties to the Contract and at the latest on the day of the last signature. With respect to both parties, the Contract shall remain in force until all obligations have been fully complied with. The Contract ends on the day all obligations have been completely complied with. The parties have agreed that the Organiser has the right to terminate the Contract for cause with a written unilateral statement serving as notification if the events defined below occur. If the Organiser terminates the Contract for cause it has the right to claim the entire Contract fee as contractual penalty. The Organiser reserves the right to also claim compensation for loss and damages suffered as a result of a Contract termination for cause. If the Organiser takes the matter of termination for cause to court or if the Organiser suffers losses as a result of the Exhibitor's failure to comply with its current or future contractual obligations either fully or partially or on time, then the Exhibitor shall be held liable for these losses as well as for

the court and enforcement expenses and lawyers' fees. If the Organiser does not use these rights, this must not be construed as a waiver of these rights or as a waiver of its right to claim the fair participation fee or the contractual penalty or other contractual rights, nor must it be construed as approval of the Exhibitor's conduct.

- If the Exhibitor violates its obligation to pay the fair participation fee or the fees for other ordered services.
- If the Organiser suffers a loss due to the Exhibitor's fault, or if the Exhibitor for whichever reason causes a loss to third parties while implementing this Contract.
- If the Exhibitor is declared bankrupt, if suspension of bankruptcy is requested or granted, if the Exhibitor defaults or files for bankruptcy protection.
- In addition to the violation of defined special assurances, if the Exhibitor violates the Contract fully or partially for other reasons, if the Exhibitor fails to comply with its obligations and assurances, and if the violation does not end within 7 days of a writing warning.

26. The payment dates defined in the Contract are binding. If the Exhibitor fails to comply it is considered in default and there is no need for a separate notification.

27. If Exhibitors fail to pay their dues in full and/or if they withdraw their participation the Organiser is free to use their stand area at its own discretion.

28. If Organiser-provided services are requested after the defined deadline or if the forms in the "Online Information System" are not fully completed or sent or if no approval has been obtained, the Organiser is under no obligation to comply with the requests and does not warrant compliance. The forms in the "Online Information System" provided by the Organiser must be fully completed by the Exhibitor, approved and then sent to the Organiser within the defined period of time. The Organiser cannot be held responsible for any problems as a result of incomplete or late submission of forms or failure to submit them. If requests for services ordered after the deadline are complied with, a 50% surcharge may be applied to the regular service fee. Services provided on the fairground are considered delivered in full and correctly unless a written complaint is made within the timeframe of the fair organisation dates. The Exhibitor must pay its service bills. If Exhibitors fail to send information by the deadline announced for the entry of information in the fair catalogue, the communication data in the Contract shall be printed in the fair catalogue. Organiser-provided services must be paid before the fair is held, otherwise the requested services shall not be rendered.

29. The Organiser has the right to refuse an Exhibitor for the greater good of the fair even if the Exhibitor has signed this Contract and complied with its terms and conditions. In such a case, the Exhibitor shall be refunded in full. The Exhibitor accepts and warrants not to claim any rights or compensation from the Organiser should it be refused to participate in the fair on the basis of this provision and despite executing the Contract.

30. The Organiser has not given any fair-related assurances to the Exhibitor, neither directly nor indirectly, regarding other Exhibitors, visitor numbers, the establishment of business connections at the fair, or with respect to sales or profits. In the context of this Contract, the Exhibitor cannot make any claims against the Organiser, however defined, regarding losses as a result of its participation, such as profit losses, consequential or indirect losses.

31. The Exhibitor is solely responsible for the payment of all kinds of taxes, duties, fees, funds contributions and other financial obligations that are or will become due in connection with the usage in whichever way of all sorts of advertising materials, nameplates, posters, writings, pictures, catalogues, brochures, etc. on the fairground or at the stand owned by the Organiser. The Exhibitor accepts and warrants that it is liable for all financial, civil and criminal charges brought against the Organiser because of the Exhibitor's failure to comply with the terms and conditions of this Contract and with its financial obligations, and further accepts and warrants to compensate the Organiser for any losses it may suffer as a result of it.

32. The Organiser has the right to take recordings of the stands, events, plans and product exhibitions of the Exhibitor with the aid of still or video cameras or drawings, and to use the recordings for advertising purposes and press releases, without the Exhibitor having any right to object to it. The same conditions apply to photographs taken with the approval of the Organiser.

33. The Exhibitor declares and accepts in advance the Organiser's right to change the fair location, the date and name of the event, the general placement project / plan or to change and close entrances and exits to the exhibition halls and the exhibition area. The Organiser further has the right to change the location of the Exhibitor on the fairground, its stand area, the size of its stand and other aspects be it because of demands by public authorities, requests by the business sector, due to the economic situation, for reasons of organisational conditions or the general success of the fair or at its own discretion, provided the Exhibitor is informed about such changes in advance. The Organiser has the right to change the general layout of the fairground or the location of the Exhibitor on the fairground however it considers necessary. Such changes are no cause for termination by the Exhibitor, and cannot be put forward as reason for non-payment of the fair participation fee or for a fee reduction. The Exhibitor has executed this Contract fully aware of the fact that changes to the fair location are possible and the Exhibitor has accepted that it has no right to object to such changes.

34. The Organiser has the right to refuse the Exhibitor for reasons of non-compliance with fair standards or the Exhibitor profile defined by the Organiser, or because of civil or administrative legal procedures involving the Exhibitor, or for similar other reasons, even if the Exhibitor has executed this Contract and complied with its terms and conditions. If the Organiser uses this right, the Exhibitor shall be refunded in full. The Exhibitor accepts and warrants not to claim compensation for any loss or damages, etc. however defined, from the Organiser should it be refused to participate in the fair on the basis of the provisions of this article and despite executing the Contract.

35. The parties have agreed to consider the following events as force majeure or rightful cause preventing the organisation of the fair or the participation of the Exhibitor in the fair: earthquake, fire, war, state of emergency, problems caused by the fair owner or its operator, decisions or procedures of public authorities or authorised bodies that prevent or delay its organisation either directly or indirectly. If an event of force majeure occurs the affected party shall inform the other party in writing within 5 (five) working days of its occurrence. If the affected party fails to comply, it is considered not affected by the event, and its right to terminate the Contract because of the event of force majeure ends. The Organiser and – under the conditions in this article – the Exhibitor have the right, within 30 days after the event of force majeure has occurred, to terminate the Contract or to wait for the event to end. The Organiser reserves the right, within 30 days after the event of force majeure has occurred, to change the location and time/date of the fair. The Exhibitor agrees in advance to comply with such changes. The right of the Exhibitor to terminate the Contract because of an event of force majeure is subject to the condition that the Organiser does not use its right to change the location and date of the fair within the period of time defined in this article. The Exhibitor has executed this Contract fully aware of the fact that changes to the fair location and date are possible and the Exhibitor has accepted that it has no right to object to such changes

36. Without prior written consent of the Organiser, the Exhibitor is not allowed to fully or partially cede or transfer its obligations, rights and receivables under this Contract to third parties. The Exhibitor is not permitted to transfer its assigned stand area to third parties or to rent it to third parties or allow third parties to use it. Such [unauthorised] transfers or cession are not binding on the Organiser. The Organiser has the right to fully or partially transfer this Contract together with its contractual rights and obligation to enterprises, firms and companies in which it has a capital holding, and to third persons.

37. Amendments to provisions of this Contract and its appendices, if any, require an additional written agreement. This Contract constitutes the entire agreement between the Organiser and the Exhibitor and supersedes all prior written and oral agreements, representations and negotiations between the parties with respect to this subject.

38. The appendices are integral parts of the Contract.

39. If a contractual right has not been used on time, this does not constitute a waiver of this right.

40. All notifications sent to the addresses, phone, fax numbers or email addresses stated in this Contract are considered notifications served to the Exhibitor. The parties represent and warrant that the addresses stated in this Contract are their notification addresses. Unless they inform the other party in writing about address changes, notifications to the addresses stated in this Contract shall be considered served in compliance with the provisions of the Notification Act and other relevant legislation.

41. This Contract and disputes arising from this Contract are subject to Turkish law. The parties recognise the exclusive jurisdiction of the courts and enforcement agencies of Istanbul (Çağlayan).

42. In case of disputes, all official and non-official records, documents and computer data of the Organiser shall be considered solid evidence with respect to the solution of the dispute.

43. The Exhibitor is responsible for the payment of all kinds of duties, funds contributions and other financial obligations payable now or in future and due to this Contract and its appendices. The Organiser shall pay the stamp duty and bill half of it to the Exhibitor.

44. KOSGEB (State Agency for the Development and Support of Small and Medium-Sized Enterprises) supports manufacturing SME that participate in the fair. For details please visit the following website: [www.kosgeb.gov.tr](http://www.kosgeb.gov.tr).

45. The Exhibitor declares to have had enough time to examine this Contract prior to signing it, that it is informed about the Contract terms and conditions, that it has agreed to the conditions after negotiations with the Organiser, that it desires to participate in the fair of its own free will, and that it accepts all the conditions laid down here in writing without reservations.

#### **B. Technical Conditions**

1. Additional services and Exhibitor's handbook will be provided to the Exhibitor. The Exhibitor accepts and undertakes to follow the rules and regulations in this handbook.

2. The smallest rental area has a size of 12 m<sup>2</sup>. Smaller places may become available after the fair layout plan has been finalised and appropriate places have been identified.

3. The Exhibitor is responsible for the stand construction, the internal decoration and the exhibition of products; all associated expenses are borne by the Exhibitor. As the responsible for the stand's entire arrangement, the Exhibitor can commission a supplier of its choice with the internal decoration work. The Exhibitor is obliged to inform its suppliers about all relevant terms and conditions stated in the Contract. The Exhibitor is also obliged to communicate the names and phone numbers of the suppliers and of the authorised persons of the supplier to the Organiser. Upon request of the Exhibitor, the Organiser shall recommend a decorating company.

4. The standard stand package fee includes side and backside separations, carpet, overhead-mounted company nameplate, 1 triple socket, and one spotlight for every 3 sqm. Triphase electricity is not included in the price. Exhibitor participating with their own stand construction shall buy electricity.

5. Exhibitors that build their own stands can enter the fairground on Wednesday, 25.09.2019, as of 03:00 p.m., those that commission the Organiser with the construction can enter the fairground on Tuesday, 01.10.2019, as of 03:00 p.m. These dates are subject to change. The Exhibitor is obliged to get information regarding mentioned dates from the Organiser one month prior to the Fair.

6. Stand construction work must be completed by 01.10.2019 at 07:00 p.m. The Organiser has the right to intervene or order work stoppage of companies that fail to comply with the deadline. Exhibitors that fail to complete their stand construction by the deadline, have to pay a fine of 100 € per sqm + VAT. After carpets have been laid in the corridors, transport vehicles such as transpalets, forklifts, handcars, etc. that may damage the carpet, must no longer be used.

7. After opening of the fair and before closing the fair, additional products to be exhibited are not allowed to be brought to or to be taken from the fairground. The Exhibitor shall not vacate or leave its stand before the closing date of the fair.

8. The construction materials used for stand building (and transported there from 25.09.2019 at 03:00 p.m. to 01.10.2019 at 07:00 p.m.) must be of semi-finished quality (cut to the right dimensions and painted) and ready for assembly. The fairground must not be used as workshop; the use of compressors and paint is prohibited.

9. If an organisation authorised by the Organiser is put in charge of occupational health and safety at the fair, the Exhibitor accepts and warrants to comply with all requests of that organisation that fall under the scope of the terms and conditions of the Contract, and to comply with its advice.

10. The Exhibitor must submit its stand layout and decoration plans, and its static projects to the Organiser for approval. The projects must conform to standards, their dimensions must harmonise with the exhibition arrangement and the fair's general outlook. The deadline for submission is 05.09.2019. The stand projects must be submitted to scale and in 3 dimensions by specifying the type of materials to be used for the construction. The Organiser is free in its decision to approve or not approve the projects. Using drywall is strictly forbidden and projects containing drywall will not be approved. Exhibitors whose projects are not approved will not be allowed to bring materials for stand construction onto the fairground. The Organiser has the right to intervene in not-approved projects, to halt construction and to dismantle them. Exhibitors are obliged to contact their stand neighbours in order to prevent any stand or construction-related disputes. The Organiser cannot be held responsible for incompatibilities due to different stand heights if the construction / building standards are adhered to. In these cases, the Exhibitor with the higher stand has to cover the part jutting out over the neighbour's stand with clean covering material.

11. The approval of the stand and its decoration projects serve the purpose of ensuring the fair's

aesthetic unity, while the Exhibitor is itself responsible for checking their statics, mechanics, etc. Approval of projects by the Organiser does not affect the Exhibitor's responsibility to comply with occupational health and safety rules and regulations.

**12.** The difference caused by a transition from general to special stand use that is not reported in writing by the deadline of one month before the fair opening date, shall not be refunded to the Exhibitor. The electricity will be charged additionally.

**13.** Connections of the stands to the main air, water and power supplies must only be established at the points indicated by the Organiser's technical team. Exhibitors are not permitted to use other supply lines or to use air, water and power supply lines without the knowledge of the technical team. After completion, the air, water and power installations in the stand area must be shown to the Organiser's technical team for their approval. Air, water and power installations that do not conform to work safety and other legal regulations shall not be connected to the mains, and no devices or machinery must be connected to them.

**14.** Stands must not occupy corridor space; no part of the stand must stick out into the corridor. In case of violation, the Organiser has the right to demand a return to the old state or adjustment and removal of the part that is sticking out. The costs for this work are borne by the Exhibitor as the situation constitutes a violation of rules. The Exhibitor agrees in advance to cover such costs.

**15.** The Exhibitor has to communicate to the Organiser the names and phone numbers of the architecture firm and the sound systems company employed for stand construction, as well as of their authorised personnel. This information must be provided at the project approval stage at the latest. It is forbidden to cause damage to the fairground, to drill holes in the floor or walls, to hammer nails into the stand panels, to carry out procedures that cause damage, such as drilling, to weld anything to the halls' columns, to soil the halls' walls, to use any other tape material than double-sided tape, to paint or to cause any damage to the floor. For damages inside the stand area or on the fairground, the Exhibitor has to pay the price established by the Organiser in writing and on the basis of a protocol, without this requiring a separate inspection, a warning or notification.

**16.** Upon approval, two storeyed stand projects may be realised. Visuals of detailed to scale stands are to be submitted to the following email address for approval: projeonay@nehrisgm.com With respect to two and more storeyed stand designs and constructions the following applies:

- Exhibitors that implement special stand designs are liable for all damages caused as a result of the stand design and construction.
- Two storeyed stands must not be constructed using modular Aluminium systems or wood (e.g. Octanorm, Mero, Maxima and Aluminium Modular System, etc.)
- The static reports of two and more storeyed stands must be ready for submission to the Organiser upon request. The stands must be steel constructions.
- If two storeyed stand designs and constructions are approved, the Exhibitor must take out a third person liability insurance and submit it to the Organiser. If the insurance is not taken out, the Organiser has the right to halt the stand's construction work.
- The use of ceiling for any purpose is forbidden.
- The rear front of the stand can be covered up to 70%.
- Flank fronts of the stand can be covered up to 50%.
- First 5 meters of stand facing the entrance doors cannot be covered. If there is a product higher than 1 meter on this 5 meter, there must be a minimum of 2 meters distance from side and front corridors.
- The height of the stands cannot exceed the allowed maximum height of the relevant hall. The Exhibitor is obliged to get information about the technical specifications of the relevant hall from the technical staff of the Organiser.

**17.** The stands are emptied out from 05.10.2019 at 06:00 p.m. until 07.10.2019 at 12:00 p.m. During this period an authorized person shall be present at the stand. If the fairground is not vacated within this timeframe, the Exhibitor's materials shall be removed from the grounds by the Organiser or persons commissioned by the Organiser without this requiring any prior warning to the Exhibitor. The Organiser is not obliged to protect or safeguard the Exhibitor's materials that are removed from the fairground. The Exhibitor bears the costs for this procedure and is liable for any loss or damages. The Exhibitor is personally liable for the costs incurred by the Organiser in connection with the Exhibitor's failure to remove its stand by the deadline, or the removal of the stand and of materials.

**18.** The Exhibitor has to inform the Organiser about its electrical power consumption (in kW) during the fair. The data is communicated to the Organiser via the "Online Information System". Half-an-hour after official closing hours the power to the stands is cut off. Exhibitors that want to carry out work after that must obtain permission from the Organiser. The Organiser cannot be held liable for damages suffered as a result of power cuts. On the last day of the fair, all electrical power is cut off half-an-hour after closure for security reasons. The prices of the electrical power is going to be announced and can be purchased via "Online Information System".

**19.** It is strictly prohibited to bring inflammable or explosive materials to the fairground and use them there, e.g. in the form of advertising balloons, or for similar purposes. In case of contravention, the Organiser and/or persons responsible for the fairground will intervene and remove such elements. It is prohibited to use engine-driven steerable balloons and/or zeppelins on the fairground. The use of LPG and welding gas tubes is possible provided usage-related permits, documents, etc. are submitted to the Organiser. In this case the entire responsibility rests with the Exhibitor.

**20.** The Organiser is responsible for general cleanliness of the fairground and the corridors. The Exhibitor is responsible for its stand's cleanliness. However, upon request the Organiser shall provide stand cleaning services against fee. Requests must be made with the aid of the Online Information System and ticked off in the Extra Materials list. Stand cleaning includes only surfaces cleaning.

**21.** The Exhibitor recognises the Organiser's or its representative's right at any time to check the fair participation papers, the stand, the exhibited products and services as well as any other fair-related activities of the Exhibitor for compliance with the Contract. The Exhibitor shall facilitate the Organiser's or its authorised agents' access and their control activities to the extent necessary.

**22.** The Organiser has the right, to carry out and/or to commission the necessary checks required by the occupational health and safety legislation beginning at the assembly stage and ending with the finalisation of the disassembly stage. The Exhibitor accepts and warrants to allow these checks to be carried out and to immediately remedy any deficiencies identified as a result of these checks. Otherwise the Exhibitor will neither be permitted to set up a stand nor to take part in the fair.

**23.** Under this Contract, the Exhibitor is obliged to provide its employees and its visitors a healthy and safe work environment both while working on the fairground and while the fair is on-going. In this context, the Exhibitor is obliged to comply with occupational health and safety regulations. The Exhibitor has to ensure the safety of its own personnel, its suppliers, the personnel of the Organiser and of third persons and to protect their health against risks emanating from work carried out while they are present on the fairground. The Exhibitor shall comply with minimal safety and security conditions and immediately report to the Organiser all risk situations, accidents and injuries. Because of the Exhibitor's obligation to comply with this Contract's terms and conditions, with

the legislation and the rules governing the fairground, the Exhibitor accepts and warrants to be liable for material loss and damages as well as bodily harm suffered by its own personnel or the Organiser's personnel or third persons. If, as the result of any accident, the Exhibitor's personnel, the personnel of its sub-contractors or the personnel of the company it has commissioned to set up the stand, the Organiser's personnel or third persons suffer any harm, and bring compensation claims against the Organiser, the Exhibitor accepts and warrants the right of recourse of the Organiser against the Exhibitor, and warrants to unconditionally repay the recourse amount upon the Organiser's first request.

**24.** The Exhibitor and its sub-contractors have agreed to comply with the conditions below and with their assurances. In case of non-compliance, the Organiser has the right to take all necessary measures. All documents requested below must be submitted to the Organiser and/or an organisation authorised by the Organiser at the latest 20 days before the fair commences.

#### **24.1. Electrical Works**

##### **24.1.1. Electrical panels**

**24.1.1.1.** Stands that must be equipped with electrical panels must use panels with a cover. If the panel has a metal body, the cover must be connected to the body with an earthing cable.

**24.1.1.2.** The panels must be equipped with fuses suitable for the respective circuit load they protect.

**24.1.1.3.** The panels must be equipped with leakage current relays (at least 30 mA).

**24.1.1.4.** Panels with metal body must be equipped with 1kV insulation mats.

##### **24.1.2. Cables**

**24.1.2.1.** The cables must be fire retardant.

**24.1.2.2.** In hot areas, silicon cables must be used.

**24.1.2.3.** The cable sections must be suitable for the current they will be carrying.

**24.1.2.4.** The cables must comply with the following colour code

##### **24.1.2.4.1. Code colours:**

Phase → brown, black

Neutral → blue

Earth → yellow, green

**24.1.2.5.** Plastic materials (tubes, casing, junction boxes) must be fire retardant.

**24.1.2.6.** The persons installing the electrical installations must be qualified; proof of their qualifications (certificates) must be submitted to us.

#### **24.1.3. Mechanical Works and Statics**

**24.1.3.1.** The statics of the fair stands must conform to the earthquake conditions in Istanbul province, and must be documented.

**24.1.3.2.** The danger class (asbestos and its derivatives) and the fire resistance of stand materials must be documented.

**24.1.3.3.** Any machinery, equipment and devices may only be exhibited if they conform to mandatory standards and comply with regulations; the respective certificates must be submitted to us.

**24.1.3.4.** If machinery, equipment and devices are to be operated during the fair, their compliance with the respective regulations on machinery and device safety (machinery and device-related regulations, power, pressurised air and gas installations, work safety, authorised personnel) must be documented.

**24.1.3.5.** It must be documented that hazardous substances and their individual and joint use or their consumption, during the fair, in machines, equipment or devices conforms to the respective regulations (regarding fire, hazardous substances, treatment of dust and particles, hygiene, etc.), and that suitable working conditions are ensured. All preparations regarding the compilation of documents and the ensurance of appropriate working conditions must be approved by us.

#### **24.1.4. Occupational Health and Safety**

**24.1.4.1.** The employment of uninsured labour on the fairground is punishable with heavy fines. For this reason, companies employing labour for stand construction work must submit to us the work entry notices ("işe giriş bildirgesi") of their employees.

**24.1.4.2.** The "Work Safety Training" certificates of insured personnel to be employed at the fair must be submitted to us.

**24.1.4.3.** The health examination forms (work entry and subsequent regular examinations) of insured personnel to be employed at the fair must be submitted to us.

**24.1.4.4.** All personnel to be employed at the fair for construction work and the company owners must wear yellow hardhats, yellow reflector vests and safety shoes with reinforced tips and sole.

**24.1.4.5.** Companies that carry out work at heights of 1.5 m and above must use H frame scaffolds instead of ladders.

**24.1.4.6.** In places where ladders may be used, the ladders must be approved by us.

This Contract has been prepared in a single copy, and exchanged by signing the first page. The original copy shall be retained by the Organiser.