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## Exhibitor Manual

2<sup>nd</sup>  
International  
Railway  
Symposium  
IRSTURKEY  
Trade  
Exhibition



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# Exhibitor Manual



## 2<sup>nd</sup> International **Railway** **Symposium** IRSTURKEY Trade Exhibition

[www.irsturkey.org](http://www.irsturkey.org)

15-17 October 2008

*Haydarpaşa Train Station, İstanbul  
Türkiye*



Innovative  
Railways  
Journey to the  
Future

Symposium Office

**cmsproject+**  
meeting  
people



# RAIL SECTOR FROM ALL OVER THE WORLD MEETS AT IRSTURKEY FAIR 2008 FOR INNOVATIVE RAILWAYS IN ISTANBUL

The IRSTURKEY 2008 Trade Exhibition for Innovative Railways, will be organized in Istanbul, between 15 - 17 October 2008, in conjunction with the Second International Railway Symposium IRSTurkey Istanbul hosted by **Turkish State Railways (TCDD)** and the **International Union of Railways (UIC)**. The IRSTurkey 2008 Istanbul Symposium of Rail Sector will bring together over 2,500 participants from all over the world. Exhibitors will have the opportunity to display their executed works to hundreds of managers, students, clients, decision-makers, industrialists, hardware and software companies, community leaders, and concerned individuals and institutions, in addition to the 2,500 symposium delegates who will visit the fair during the symposium. **Turkey** is currently engaged in major rail projects which include the construction of the **Marmara tunnel linking Europe and Asia and the new high speed line between Ankara and Istanbul**. These works present a clear perspective of the dynamism of the **Turkish Railways** and provide the occasion to host and welcome the **2nd International Railway Symposium and Trade Exhibition in Istanbul**. In a competitive environment, where railways are under constant commercial pressure to improve interoperability and quality of services, it is a very positive sign that the **Turkish State and railways** are making incredible efforts to achieve the highest standards and technology on their rail system. **The International Union of Railways is constantly supporting Members in such initiatives in order to highlight the enormous efforts being made by the railways around the world to adapt to their new environment and to offer the best possible service to their customers**. Once again here in Istanbul, at the **crossroad of Europe, the Middle East and Asia, the UIC, in co-operation with TCDD** and with the support of a number of international institutions, would like to **welcome you to Istanbul** and invite the railway world to positively respond to this invitation and **help building the railways of the 21st century: reliable, interoperable, sustainable and attractive to customers**. The IRSTurkey Trade Exhibition aims at becoming a platform where rail sector from all over the world will meet and share their knowledge and experience where thoughts, visions and executed works will be exhibited, sharing and comparing their dreams, visions, successes, failures and constraints. What ever your aim is, the IRSTurkey Trade Exhibition is an opportunity not to be missed.



# Start benefiting from the business development and marketing opportunities now!



Over centuries, transportation played a major role in the development of civilizations. Knowledge, skills and improvements couldn't be spread without the transportation sector. Therefore, this system has always renewed and adapted itself to the technological dynamics. The rapid transformations in the world economy largely contributed to the development of the transportation sector. Nowadays, countries are focusing on the transportation systems, which became especially important for both industrial and developing countries.

## preface



Parallel to the liberalization of trade and the globalization process, the increase of transportation distances put the speed issue foreground. On the international level, the role of transportation will increase in parallel to the increase of trade. Compared to the rest of the world, the development level will be higher between European and Asian countries where the railway transportation system will be the preferred one. As the railway developments increase rapidly, this system will be ahead in the future of the whole transportation sector. Therefore it is essential to develop railways. Under these circumstances, major funds have been transferred to railway projects. In this connection, **Marmaray Project, dream of the century**, consisting of a tunnel under the İstanbul Straits, the quick expansion of **Ankara-İstanbul, Ankara-Konya** high speed lines, laying the foundation of the **Kars-Tiflis-Baku** line with a ground-breaking ceremony in the presence of the three Presidents of the involved countries clearly demonstrates the focus on the railway sector. Besides, **Ankara-Sivas, Bursa-Osmaneli, Ankara-İzmir** and **İstanbul-Bulgaria** high speed train projects, the construction of logistic villages which will increase the freight traffic and the restructuring of Turkish State Railways, the reforms regarding accession to the EU are among projects that are still continuing. Our neighbours **Iran, Syria, Saudi Arabia**, and many countries from central **Asia** started to focus on the development of this sector recently. Taking into account the importance given to the large amount of funds transferred to the projects, it can be clearly stated that the railway sector is the transportation system of the future. As TCDD, we will transfer **5 billion** to the railway sector until the end of 2010 and a total of **23, 5 billion** is estimated to be transferred by 2023. In this manner, TCDD will become a major corporation in the sector realising both freights and passengers transportation. In this connection, as the **Turkish State Railways (TCDD)** and the **International Union of Railways (UIC)**, which is the largest railway organisation in the world, we are proud to announce Turkey's largest railway event which will not only extend Turkey's horizons but it will also help the border countries to reach their transportation policy targets. **The 2nd International Railway Symposium, IRSTurkey 2008 Trade Exhibition and UIC Global Conference on Traffic Management & Train Control System** will be realised at Haydarpaşa Station in **İstanbul, Turkey on 15-17 October 2008**. Throughout this symposium, new technologies in the railway sector and the reflections of those on various fields are going to be discussed in detail by the prominent Turkish and International specialists. From 32 countries over 200 speakers will present their papers and discuss new technologies for innovative railways. I would like to emphasize that **Turkish State Railways (TCDD)** tries to make her best for a successful **Symposium and Trade Exhibition**. I invite you to become a commercial partner of **IRSTurkey 2008**. Please do not hesitate to contact to the **Symposium Office/Secretariat** for more information of all inquiries and requests about the sponsorship and exhibition.

**Süleyman KARAMAN**

Chairman of the Board and Director General TCDD



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## ORDER FORMS

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DEADLINE	FORM NO	SUBJECT
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September 10, 2008	T07	COMMUNICATION SERVICES



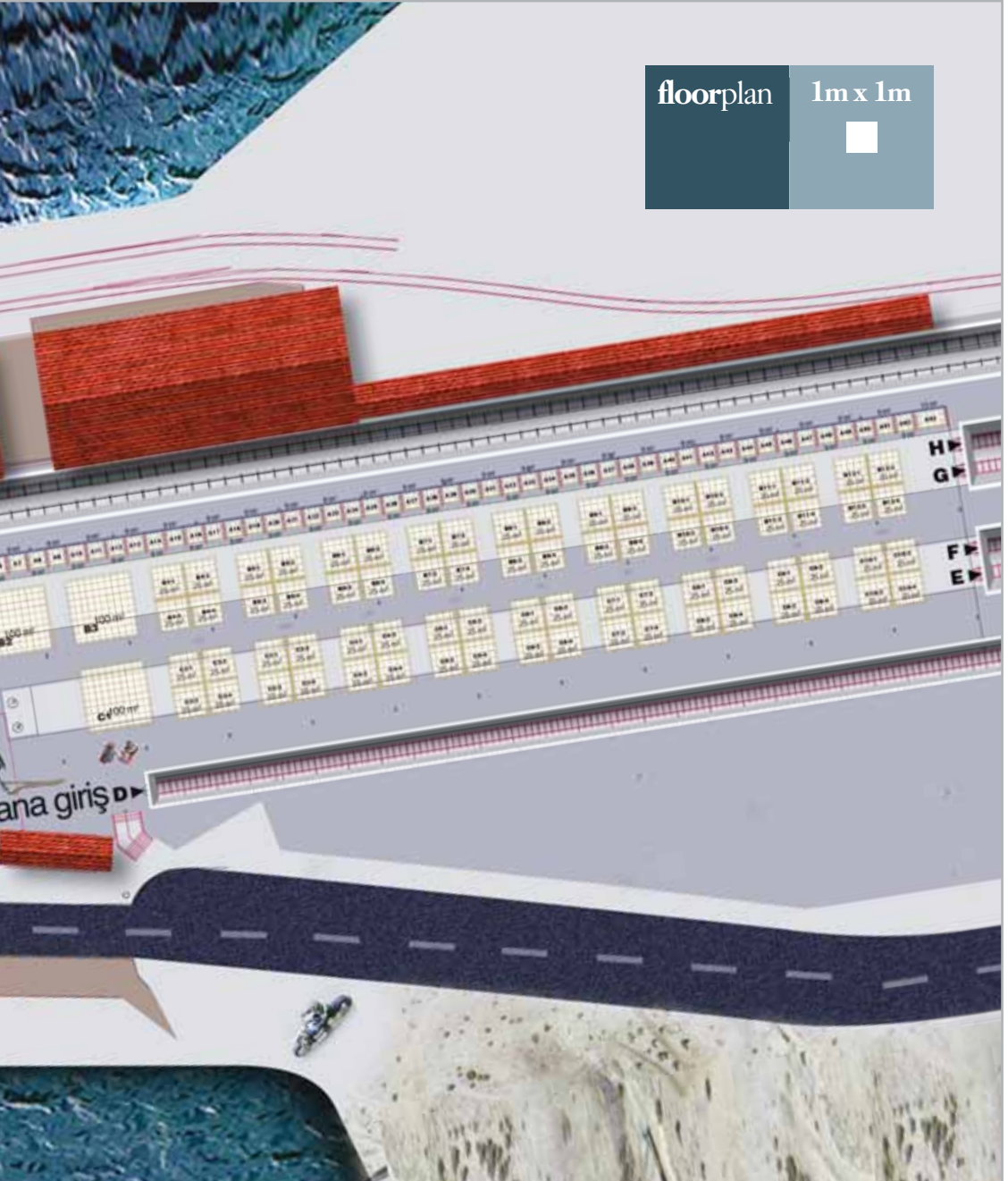
# Fair Plan Layout





floorplan

1m x 1m



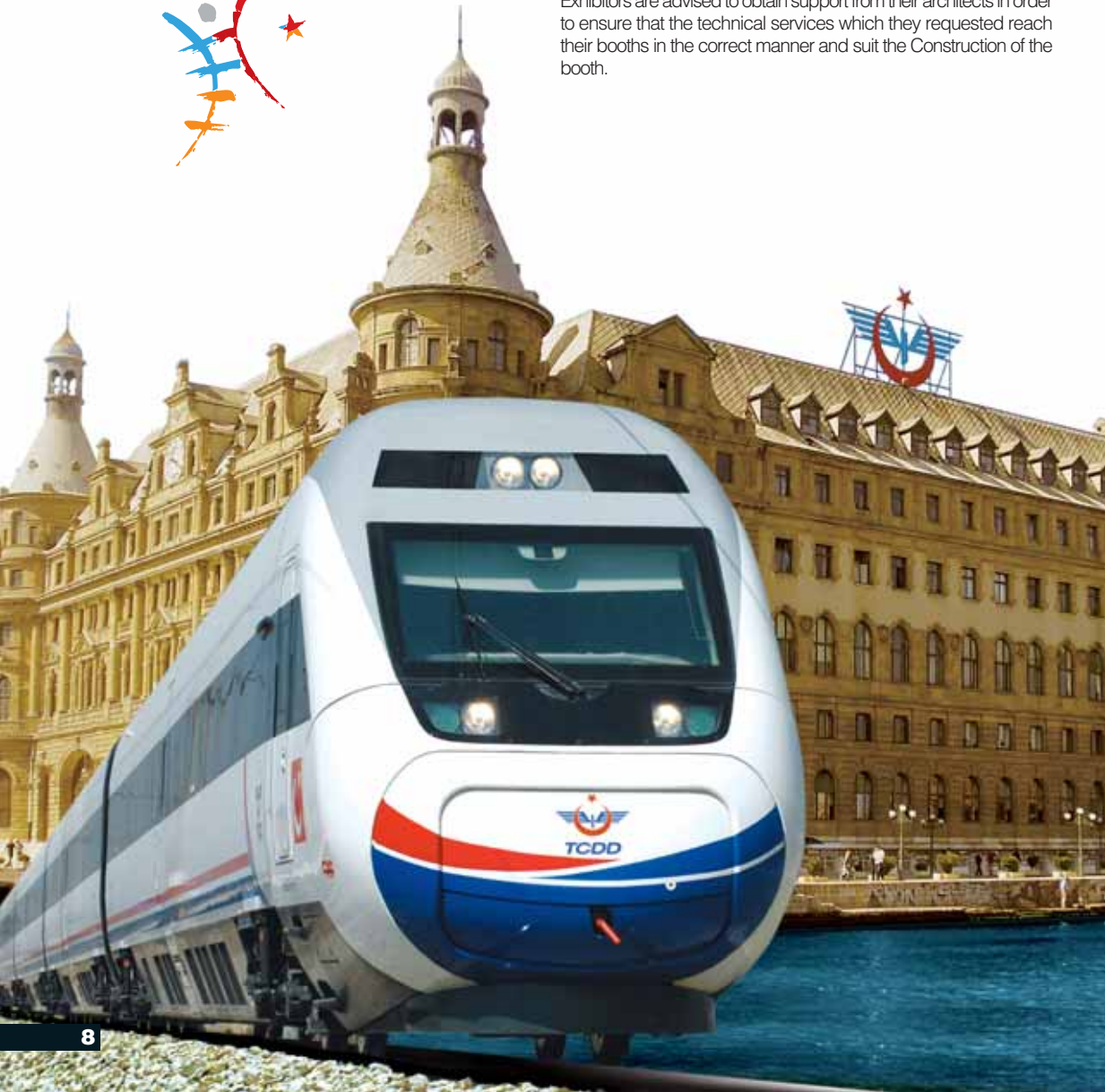
## Innovative Railways Journey to the Future



The following pages contain information regarding all services we offer to make your participation at **IRSTurkey 2008 Trade Exhibition** and all round success. We provide all the necessary facilities including booth construction, electricity, telephone and data lines, carpeting, additional booth materials and audiovisual presentation systems. All you need to do is complete the attached service request forms and return them to the **Symposium Office** before the stated deadlines.

**If a request for a service to be provided by the Symposium Office is received after the specified deadline, the Symposium Office does not guarantee to supply these. The listed price will be increased by 50% for requests received after this date. The Symposium Office is not responsible for problems arising from incomplete, late or unsent forms.**

Exhibitors are advised to obtain support from their architects in order to ensure that the technical services which they requested reach their booths in the correct manner and suit the Construction of the booth.



# GENERAL TERMS CONDITIONS

These terms are the contractual agreement between the Organizer and the Exhibiting Firm (Exhibitor/s).

## Application to Participate

Application to participate will be considered only if submitted on the appropriate forms, fully completed, signed and accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded.

## Obligations and Rights of the Exhibitor

Registration implies full acceptance by the Exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the Exhibitor. By submitting an application to participate, the Exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition.

The Exhibitor may only present on his/her stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

## Obligation and Rights of Organizer

The Organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants. **Application will be considered in order of receipt of application forms accompanied by payment.**

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors. **The Organizer reserves the right to offer to a different firm any stand or space that has not been occupied by the eve of the opening of the exhibition, with no obligation to provide compensation to the defaulting Exhibitor.**

## Cancellation

In case of cancellation received (in writing) as per the above policy.

## Liability Insurance

The Organizer provides general guard service and third party insurance at the exhibition site. Equipment and all related display materials installed by Exhibitors are not insured by the Organizer, and they will under no

circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors. The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

The exhibition area as well as all the personnel and people within the exhibition area will be insured against fire, explosion and flood. However, the organizer company is not responsible for the loss or damage of the exhibitions materials or equipment whatsoever. The exhibitors should have their own materials, equipment or goods insured. Exhibitors are responsible for any injury or death of the third parties as well as any damage or loss of the clients' goods.

## Stand Operations

Fully equipped stands should be under the supervision of the exhibition personnel. Exhibitors have no right to disturb other exhibitors or the visitors in any way. Especially the audio-visual equipments should be installed accordingly. All the activities and operations of each exhibitor is limited within their own stand boundaries.

## Exhibition Area

All stands are obliged to complete their preparations at the specified time. We kindly ask to follow the time limits for ensuring order at the stand area. Exhibitors are responsible for any damages to the installations in the exhibition area and will have to compensate for such damages. We kindly ask our exhibitors not to hang, nail or tape anything on the walls of the symposium hall without consulting CMSProject.

## Measures Against Fire

Exhibitors are responsible for training their own personnel on how to use the fire extinguishers and fire exits. Exhibitors who require special measures against fire due to the nature of their goods or equipment, should take the necessary measures beforehand. Fire exits can in no way be closed or blocked.

## Prohibitions

Below activities are prohibited:

- I. Any display of products belonging to a company which is not a exhibitor.
- II. Keeping of any explosives within the exhibition area.
- III. Bringing food, meal or drinks to the stand area
- IV. Photography or recording of any film/sound have to receive authorization from the organizers

## Exhibition Regulations

The **Symposium Office** has the final decision as to the acceptability of displays.

Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment on the Exhibition Application Form.

Should the Exhibitor fail to make a payment on time, the **Symposium Office** is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for nonfulfillment of contract.

Participation by Exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein. Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the **Symposium Registration** desk.

The Organizer ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands. The provision of refreshments for the exhibitors by Exhibitors is only permitted if the catering regulations of the **Symposium Office** concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

## Rental Fee

Stand Area	Min. Unit Area	Unit Price
Island (four sides open)	100 m <sup>2</sup>	Euro 250,00 / sqm + VAT
Peninsula (three sides open)	50 m <sup>2</sup>	Euro 225,00 / sqm + VAT
Corner (two sides open)	25 m <sup>2</sup>	Euro 220,00 / sqm + VAT
Row (one side open)	9 m <sup>2</sup>	Euro 200,00 / sqm + VAT
Track (running m)	30 m	Euro 180,00 / m + VAT

### This charge includes:

- The sqm areas of stands and their localization
- Promotion and advertisements, consultancy and utilization of technical service offices and providing the general security of the exhibition area,
- Providing general cleaning services (in-stand cleaning shall be provided by the Customer)
- Printing and distributing the posters, show catalogue and leaflets. Fees for any additional services are quoted on the relevant forms.





# Assembling Of Stands

## Projects – Permissions

As a supplement to related form, exhibitors are required to submit the plan for the arrangement of the equipment and product to the organizer. Those plans or projects which are not in accordance with the technical specifications and security regulations may be dismissed completely or modified by the organizer both of which will be at the expense of the exhibitor.

### Stand Equipment & Products Arrangement Plan Form No.2

## Types of Stands

### A) Standard Type

Exhibitors may employ a decorator to build suspending objects to their stand without any additional installations. Any appliances not in accordance with the standard stand structure will be compensated by the exhibitor. Suspending display objects may not exceed the height of the wall panels which are 2.5 meters and should be within the limits of allocated stand area. Nailing on the standard stand panel, painting or wallpapering is not permitted.

### Specifications of The Standard Stands

Aluminium wall separators of 4.5 mm on white wall panels with,

- The name of the participating company, stand number and initials of the country the company is based
- One spotlight for 100 watts for every 3 square meters
- Group socket of 220 volts.
- Carpeting

### B) Specially Decorated Stands

All specially designed stand projects (project including separations, height of stand equipment in cm, back distances, offices, windows, etc.) should be confirmed by **CMSProject**. Suspending display objects may not exceed the specified height of the wall panels of the exhibition buildings which are shown below and should be within the limits of the allocated stand area.

Exhibition Area	Max. Height
Haydarpaşa Station	3,20 m

Any damages within the exhibition area should be compensated either by the exhibitor or the decorator.

### Stand Decoration Info / Form No.3

### Stand Fascia

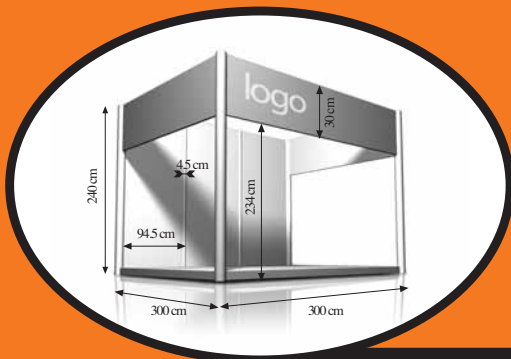
**CMSProject** will present the fascia to each exhibitor with the name of the company, stand number and the initials of the country the company from. It is, therefore, necessary that the participating company should submit the related form to the organizer with all the above details.

### Stand Facia Info / Form No.4

## TIME FOR STAND PLACEMENT HAYDARPAŞA STATION

Setup	Deadline	Hour
Building of specially decorated stands	12 Oct. 2008	07:00 - 24:00
	13 Oct. 2008	07:00 - 24:00
	14 Oct. 2008	07:00 - 24:00
Delivering of Standard stands	13 Oct. 2008	09:30 - 18:30
Exhibition	15.17Oct. 2008	09.30 - 18.30
Dismantling/Breakdown	Deadline	Hour
Removing of the stands and all installations	17 Ekim 2008	17:00 - 24:00

**PLEASE ATTENTION:** All the stands must be assembled as of October 14, 2008 at 24.00 for the general clearance of the Exhibition area.



Unit stand shell sheme  
3m x 3m

## REGULATIONS FOR STAND

### REGULATIONS FOR STAND

Display materials will be taken in the exhibition area, following the assembling of stands. Exhibitors should be present at their display materials. Otherwise, the official transport company will be responsible for keeping the display materials in warehouses. Delivery and evacuation will be made from the doors the organizer will show. The transport vehicles will be supervised during loading and unloading. The organizer will, in no way, accept any delivery on behalf of the exhibitor or any responsibility for keeping any such materials. Small articles or those articles which are liable to damage may be unpacked in the exhibition area. For the larger articles, the exhibitors should be apply to transport companies and have their articles unpacked outside the exhibition area and have them carried to the stands.

No display materials can be carried in or out of the exhibition area during the visiting hours.

### DISASSEMBLING OF STANDS

Disassembling of stands should not be started earlier than the last day of exhibition before 07:30 p.m. and should be completed by the next day latest at 12:00 a.m. During the unloading of materials, any expenses for disassembling and storing, theft, loss or damage and all other risks are under the responsibility of the exhibitor.

Any materials left in the exhibition area after disassembling, may be kept by the organizer and the organizer company has the right to sell all such materials by auction at the end of two months. The amount of many obtained will be returned to the exhibitor after deducting transport, loading and storing expenses.

The exhibition area rented by the exhibitor should be cleared and left intact. Any expenses for picking up any waste will be invoiced to the exhibitor.

### ■ Stand Return Form

Stands should be returned back and cleared by latest 12:00 hours on the day after closing date. The exhibitor may, then, fill in related form and have it signed by the exhibition authorities before leaving the exhibition area.

**Stand Return / Form No.5**

### CEILING HEIGHTS

Hayarpaşa Station: **3,20 m**

The exhibitors are kindly requested to follow the warnings of the management about this issue, considering the general appearance of the fair.

### MAXIMUM FLOOR LOAD

Hayarpaşa Station: **600 kg/ sqm**

### ENTRANCE AND EXIT DOORS FOR CARGO

#### ■ Entrance for Vehicles

The traffic of vans, fork-lift trucks and cranes will be under the control of the **Symposium Office**. All vehicles should parked outside of the exhibition area. For carrying small articles to exit doors, carts will be provided.

### ELECTRICITY SUPPLY

The general illumination of the exhibition area is within the responsibilities of the organizer company. The electric Powers that can be used at each stand are:

- Alternative three – phase **230 / 380 V 50 Hz**
- Alternative single – phase **220 V 50 Hz**

The requirements of the participating company should be submitted to the organizer company by filling in related form. The electricity will be cut after half an hour following the closing time of the exhibition every day. Unless notice is given by the exhibitor.

#### ■ Electricity Supply

Each exhibitor can get an electricity connection by the switches mounted on columns, walls or on the floor. Each socket provides a current of to 1.5 kW. Additional electric power can be distributed independently on the expense of the exhibitor, and the cost will be submitted to the exhibitor to confirm prior to the installation. If more than 1.5 kW is required, it is necessary to use a device for the control of the current.

**Electricity / Telephone / ADSL Internet Connections Form No.T01**



#### TELEPHONE AND ADSL INTERNET CONNECTION

Temporary telephone lines can be rented by filling and submitting the related form along with a plan showing where to place the telephone apparatus within the stand area. The telephone lines are rented directly from the Turkish Telecom and the lines will be cut immediately after the closing of the exhibition. The exhibitors will be held responsible for any apparatus not returned back to the officials.

**Please note:** The deposit value which is collected in line requests besides the installation fee in return for call costs being as expenses deducted, is made definite at the end of the exhibition according to the call breakdown which is taken from switchboard computer. The breakdown of all calls and costs (including deposit) will be billed to the exhibitor in 30 days. The call costs exceeding the deposit value should be paid in two weeks following receipt.

**Electricity / Telephone / ADSL Internet Connections Form No.T01**

#### CUTTING OFF THE SUPPLIES

One hour after the closing time, at 20:30 all the electricity supplies and telephone lines will be cut. If required, electricity can be provided for an extra two hours during disassembling. It is necessary that exhibitors should apply for this extra connection to the Technical Service in the exhibition area on time.

#### REMOVING OF ANY RENTED EQUIPMENT

Lighting, furniture, carpeting and all the installations will be removed after the closing time either by **CMSproject** personnel or third parties. We request that no rented equipment should be locked and that fridges and other cupboards be emptied and cleaned.

#### CLEANING & PRIVATE SECURITY SERVICES

Cleaning of waste on the stand during assembling and disassembling of stands is under the responsibility of the exhibitor. Due to security reasons, all the packing materials should be removed out of the exhibitions area by the transport company immediately after unpacking. For any technical help required, the **Symposium Office** technical department will render services in the exhibition area during the exhibition period. the **Symposium Office** is responsible for general cleaning and cleaning of the corridor. Cleaning of the booths is the responsibility of the booth owner. Exhibitors can employ their own cleaning company under the condition that the personal leaves the exhibition area at the time of closing. If you prefer not to use your own staff for the daily task of booth cleaning, you can hire Professional cleaners from **CMSProject** (only floors will be cleaned, either with a vacuum cleaner or a mop if suitable). In order to request this service, please fill in the following from. the **Symposium Office** operates a general security service throughout the exhibition grounds. However, we recommend that you make arrangements to have your booth kept under surveillance during the entire exhibition

If required, you can have a 24-hour security services on your stand.

**Cleaning & Private Security Services / Form No.T03**

#### VISUAL EQUIPMENT & PRESENTATION SYSTEMS

The visual presentation systems offered for IRSTurkey Trade Exhibition will satisfy all your audiovisual needs to the highest standards. Please fill in the following request form:

**Audio / Visual / Presentation Systems / Form No.T04**

#### UNINTERRUPTIBLE POWER SUPPLY (UPS)

In order to eliminate problems caused by electricity cuts this may occur on the premises, low voltage or incompatibility of network electricity and appliances, we recommend using a UPS.

**Uninterruptible Power Supply (UPS) / Form No.T05**

the **Symposium Office** may not be held responsible for any problems caused by electricity cuts, low voltage or incompatibility of network electricity and appliances.

#### FURNISHING AND DECORATION SERVICES

Orders can be made by specifying the code number and the name of the particular piece of furniture with a drawing or picture on related form.

**Furniture / Carpet / Lighting / Form No.T02**

V.

Technical Services

#### FIRST AID SERVICES

First Aid service is provided throughout the exhibition within

#### EXHIBITOR BADGES

Exhibitors can get free badges for their personel during assembling and disassembling of stands.

**Exhibitor Badge / Form No.6**

#### HOSTESS -TRANSLATORS EMPLOYMENT

Friendly and experienced bilingual hostesses are at hand to assist you in looking after your guests and attending to their needs. For optimal communication we recommend qualified Translators with a wide range of language skills. Exhibitors may apply for a hostess by filling and returning in the related form.

**Hostess and Translator Services / Form No.7**

#### FAX & PHOTOCOPY SERVICES

Fax and photocopy machines in the exhibition area are available for the use of exhibitors located on the specified area.

#### ENTERTAINMENT AREAS

Exhibitors wishing to have a bar or similar entertainment facilities should have the written confirmation of the organizer company and employ their own personel. Please contact the Symposium Office for details.

#### PHOTOGRAPHY & FILMING

Photographers authorized by CMSProject can take photographs within the exhibition area if requested by the exhibitor. The organiser company reserves the right of marketing such photographs or film. Exhibitors cannot, in any way, disagree with such a privilege.

#### CATERING SERVICES

You can ask for the assistance of the organiser company for catering services throughout the exhibition period by the related form.

**Catering Services / Form No.8**

#### FORWARDING & LOGISTICS SERVICES

The Official Logistics Company has been appointed to provide you the following services: Customs clearance, transport of your products directly to your booth and storing of the Packaging materials. After the show they will take care of the repackaging and deliver your Products to Customs.

- Customs
- Transport
- Logistics Services

#### TURKSPED INTERNATIONAL TRANSPORTS Co.

is the official transportation company for IRSTurkey 2008.You can ask for transport services throughout the exhibition period by the related form.

Merkez Mah. Değirmenbahçe Cad. No: 65  
Yenibosna 34197 İstanbul  
Phone : +90 (212) 599 03 50  
Fax : +90 (212) 425 95 30

#### Additional services

- Supply of labor.
- 3-5 ton capacity forklift.
- 10-30 ton capacity crane.
- Packing and un-packing.

**Forwarding & Logistics Services / Form No.9**

#### INFORMATIONS AND CONDITIONS FOR TRANSPORTING SERVICES

In order to secure the on time delivery of your shipments please pay attention to the very important information's given below:

1. The goods should be consigned to **TURKSPED** so that the customs clearances can be done without any additional power of attorney. Documents (ATA CARNET or commercial invoice) should be prepared according to our instructions. Wrong documentation will also cause delays in the customs. In the AWBs, CMRs or B/Ls and invoices, **TURKSPED's** name and company address has to be indicated as a consignee or representative.
2. In the exhibitor ground/symposium area all the services such as loading, unloading, handling and storage will only be provided by **TURKSPED**. Besides in the exhibitionground/symposium area only **TURKSPED** equipments and personnel will provide the necessary services, other companies are not allowed to provide service with their own equipments and personnel. It is possible for the exhibitors to have their own personel and work during build up period.



3. **TURKSPED** will be able to clear goods in the Turkish Customs which are destined for **IRSTURKEY 2008** and consigned directly to us avoiding any kind of problems. If a third party is involved in customs clearances of the shipments and faces problem in the Turkish Customs, **TURKSPED** and **CMSProject** will not be responsible for the delay in the customs or the shipments which are not cleared.
4. If the transportation of the goods will be done by another forwarder, the documents should be consigned to **TURKSPED**. Only under these conditions the shipment can be cleared without any problems. No customs or bank deposit will be provided to the shipments which are not consigned to **TURKSPED**. These deposits will only be given for the goods that are consigned directly to us.

Exhibitors are required to fill in related form and return it to the **Symposium Office** in order to be included in the Exhibition Catalogue.

**Exhibition Catalogue Subscription / Form No.1**

#### ■ Advertising

For advertising expences and other specifications, exhibitors are required to fill in related form and return it to the **Symposium Office**.

**Catalogue Advertisements / Form No.11**

#### EXHIBITOR ACTIVITIES

Exhibitors are required to fill in related form and return it to the **Symposium Office** the latest in order to inform the organizer company on their presentations, promotion campaigns and other activities for the organizer company to have the necessary preparations and pricing completed.

**Exhibitor Activities / Form No.12**

#### APPLICATION & ORDER FORMS

The relevant application and order forms, stored in the back of this binder, must be filled out completely and returned to the organiser firm by the deadlines specified on the check list form.

We advise you to retain copies for your own administration. The check list will help you to keep track of the forms you have sent.



## VI.

## Promotion

#### EXHIBITION PROMOTIONAL MATERIAL

Exhibitors may obtain below exhibition promotion material.

- Visitor's invitation cards max. 50 pieces

**Exhibition Promotional Material / Form No.10**

#### EXHIBITION CATALOGUE

Each exhibitor will be provided with free catalogs prepared for the presentation of the exhibitor companies and their products, as well as general information and advertising.

The contents of the catalog free of charge include:

- Name of the partipating company
- Stand number
- Address, telephone fax numbers and e-mail
- Local distributors
- Information on product / services

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