

EXHIBITION MANUAL SERGİ KATILIMCISI EL KİTABI



6-11 May/Mayıs 2018

İSTANBUL CONGRESS CENTER



TMMOB
HARİTA VE KADASTRO
MÜHENDİSLERİ ODASI



**INTERNATIONAL FEDERATION
OF SURVEYORS**

www.fig.net/fig2018



TOBB

THIS FAIR IS ORGANIZED WITH THE AUDIT OF TOBB (THE UNION OF CHAMBERS AND COMMODITY EXCHANGES OF TURKEY) IN ACCORDANCE WITH THE LAW NO. 5174



FIG 2018 CONGRESS & FAIR

It is our great pleasure to welcome you to the largest and most prestigious congress of surveying professionals in 2018, this year will be held in İstanbul, Turkey.

We expect 2.500 surveying and spatial experts from around 70-80 countries. The week-long congress offers a mix of interesting plenary and technical sessions, a trade exhibition and a variety of social events. The technical programme will consist of around 400 presentations within the field of surveying including best practice and new research.

You will have a unique chance not only to develop business relations but also to exchange ideas, discover new opportunities with the latest technology and know-how.

While participating this scientific event, you will experience famous Turkish hospitality, tasting delicious meals from Turkish cuisine and enjoying the beautiful spring weather of İstanbul.

Yours Sincerely,
FIG 2018 Congress Organizers



ORGANIZERS



INTERNATIONAL FEDERATION OF SURVEYORS

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TURKISH CHAMBER OF SURVEY AND CADASTRE ENGINEERS

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OFFICIAL PCO

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For Registration, Accommodation & Transportation Enquiries:

registrationfig2018@mcigrup.com.tr

For Exhibition Enquiries: exhibitionfig2018@mcigrup.com.tr

For Catering Enquiries: cateringfig2018@mcigrup.com.tr



OFFICIAL SUPPLIERS

OFFICIAL TECHNICAL OPERATOR & SHELL SCHEME CONTRACTOR

FUAR DIZAYN DEKORASYON YAY. TİC. LTD. ŞTİ.

Contact For Custom Built Booths

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FUARDIZAYN

For Shell Scheme Built Booths

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Yeşilköy İstanbul TURKEY

GENERAL INFORMATION ABOUT THE EXHIBITION

Dear Exhibitors,

FIG 2018 Congress and Fair provide a unique opportunity to promote your products, undertake research and promote services to researchers from all over the world.

The exhibition takes place at the Istanbul Congress Centre from 07 May – 10 May 2018. It is expected that FIG 2018 Congress & Fair be visited by 2.500 delegates from every continent.

The international trade exhibition offers you exposure to FIG Congress 2018 delegates and the opportunity to showcase your products and services. The exhibition area has been designed to provide the best possible promotional opportunities to participating organizations.

The exhibition will provide delegates and exhibitors with excellent opportunities to network in a favourable environment that provides a central and energized meeting place for all participants.

This manual contains important information, forms and guidelines concerning the FIG 2018 Congress & Fair

Please read it carefully.

MCI Group Turkey



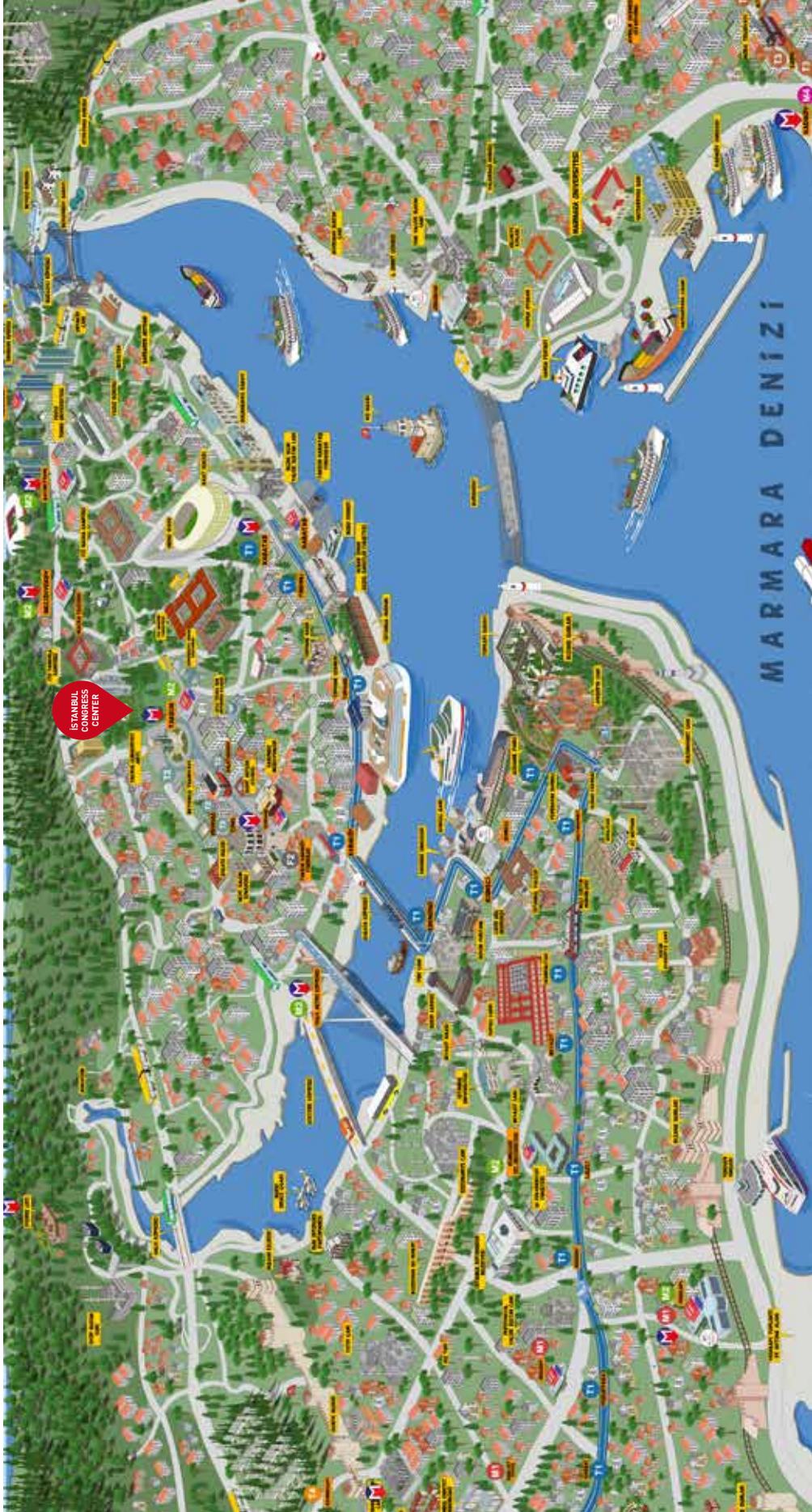


EXHIBITION SCHEDULE

	DATE	TIME	WHAT WILL TAKE PLACE?
BUILD UP	Saturday, May 5, 2018	08:00 AM - 20:00 PM	Build Up for Shell Scheme and Custom Built Booths
EXHIBITION	Monday, May 7, 2018	10:30 AM - 17:30 PM	Exhibition Hours (Following the Opening Ceremony)
	Tuesday, May 8, 2018	09:00 AM - 17:30 PM	Exhibition Hours
	Wednesday, May 9, 2018	09:00 AM - 17:30 PM	Exhibition Hours
	Thursday, May 10, 2018	09:00 AM - 17:30 PM	Exhibition Hours
TEAR DOWN	Thursday, May 10, 2018	19:00 PM - 22:30 PM	Tear Down for All Booths

Warning: As the Build-Up on May 5, exhibitors must carry their heavy materials between the indicated hours. On May 6, exhibitors will be allowed only to carry promotional materials - without any vehicles such as forklift.

CITY MAP & VENUE



VENUE: ISTANBUL CONGRESS CENTER



B2 FLOOR PLAN / KAT PLANI

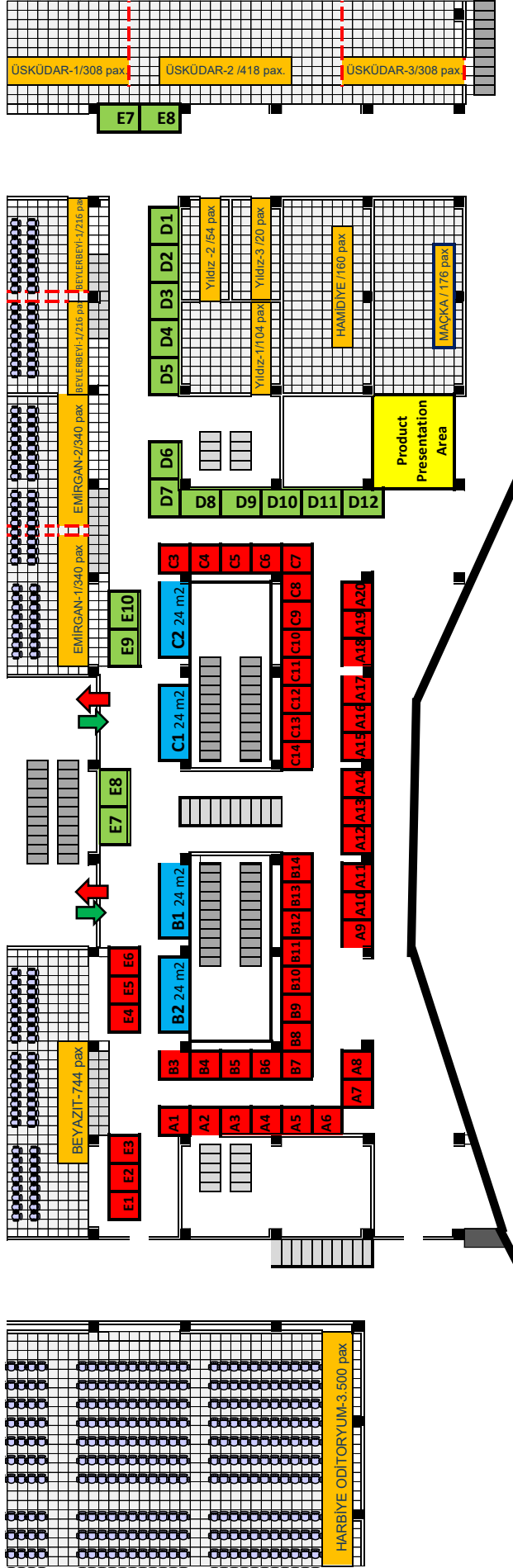


B2 FLOOR PLAN

- HALLS
- OFFICE AREAS
- KITCHEN
- ELEVATOR & STAIRS
- WC
- EMERGENCY EXIT
- ESCALATOR
- FIRST-AID ROOM



EXHIBITION PLAN / SERGİ PLANI



ONLINE EXHIBITOR SYSTEM

Through the online system, you will be able to fill your company biography, upload your logo and specify your company's facia name.

Please submit this form until 20th of April 2018.

You can either

follow **www.fig.net/fig2018** -> Exhibition -> Exhibitor Zone steps

or

directly go to the website fig2018.exhibitorzone.net/en/



BOOTH TYPES

1. SHELL SCHEME

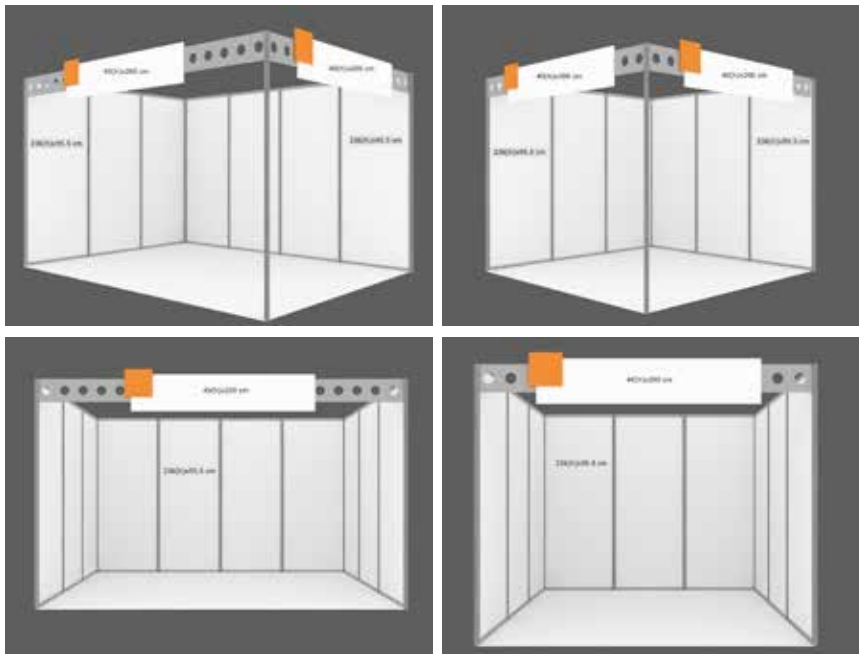
Shell Scheme Specifications

There are three alternative shell scheme stands for the exhibitors who demand shell scheme stands. The rental price of Shell Scheme stand includes the general security of the pavilion, cleaning of the gangways, and the equipment listed below.

The stands are built with aluminum beams, posts and melamine-coated panels.

The panel surface is 955x2340mm. The height of the equipment and accessories to be used by the exhibitors must not exceed 2480mm, and they must not be in contact with the rear of the stand or panel surface.

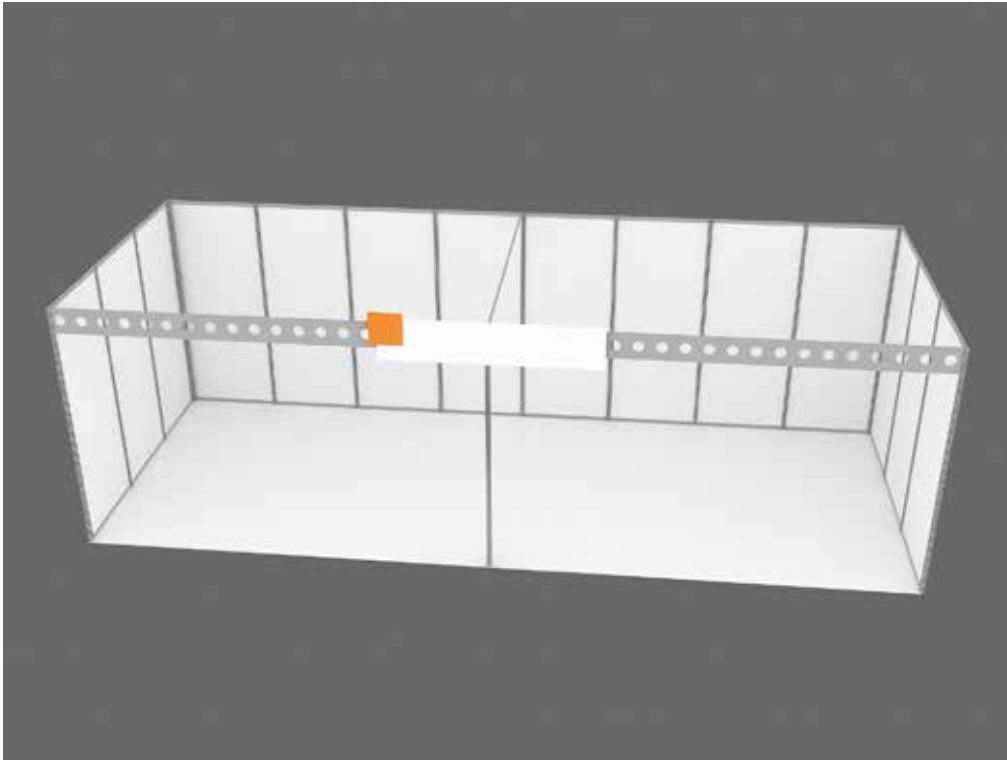
9-12 M² BOOTH



Booth Specifications

- Back and Side Walls
- 100 W Spot Lamp – 1 pc. per 3 sqm
- Chairs – 2 pcs.
- Table 600 x 1200 mm – 1 pc.
- Fascia Text with company name – 15 letters (1 pc per facade)
- Rubbish Bin
- Standard Electricity Connection (Triple Outlet)

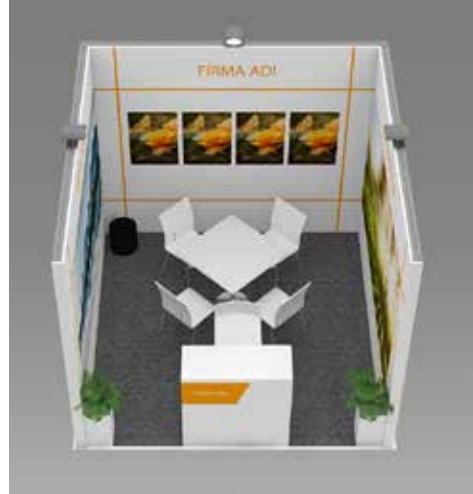
24 M² BOOTH



Booth Specifications

- Back and Side Walls
- 100 W Spot Lamp – 1 pc. per 3 sqm
- Chairs – 4 pcs.
- Table 600 x 1200 mm – 2 pcs.
- Fascia Text with company name – 15 letters (1 pc per facade)
- Rubbish Bin
- Standard Electricity Connection (Triple Outlet)

If you would like to upgrade your Shell Scheme Booth to Silver Booth;



Booth Specifications

- Rip Carpet (9 or 12 m2)
- White Square Table
- Desk – 1pc.
- White Leather Chairs – 4 pcs.
- Living Flowers - 2 pcs.
- White Albatros Bar Chair – 1 pc.
- Rubbish Bin
- Helojen Spot – 3 pcs.
- Foll Coating / Letters – 2 pcs.
- Digital Printing – 10 / 12 sqm
- Cleaning
- Standard Electricity Connection (Triple Outlet)

Additional Price for 9 m²
550 € + VAT

Additional Price for 12 m²
675 € + VAT

Please contact with fig2018@fuardizayn.com for your questions and request about Silver Booth.

2. CUSTOM BUILT

We are officially suggesting our official supplier Fuar Dizayn for Custom Built booths. Working with them will help you to have a better process of design and construction as they know the area well and organizing all details.

Please contact with Mr. Necmi Demirezen for your Custom Built Booths.

Tel: +90 212 672 93 93

Fax: +90 212 672 38 85

E-mail: necmi@fuardizayn.com

ADDITIONAL EQUIPMENT REQUESTS

Please read carefully the features of the shell scheme stand to find out what is already included in the price of your stand, and examine **Form 1**.

Please check the desired items on the list on Page 23 and please mark the locations of these items using the appropriate symbols on your stand design on **Form 1**.

If you need any equipment not included in the list on Form 1, please consult with the technical operator about the availability and rental price of such equipment.

The door keys, locks for file cabinets, showcases, remote controls for plasma screens, DVD players, TV/VCR devices as well as any appliances such as coffee machines, coolers, etc. may be received from the technical operator desk (provided that an application was made in the frame of the deadline set forth in Form 1 and respective fee and security deposit have been paid).

GRAPHICAL DESIGN AND FASCIA TEXT

Please use **Form 2** to write down the name of your company that will appear on the stand fascia panel.

The name of the company must be written with due regard to upper/lower case letters of the Latin alphabet, quotations and other punctuation marks. The cost of graphic design and fascia text is included in stand rental fee (on condition of having a 15-characters long fascia text on each open side of the stand). Using **Form 2**, you may order additional text, company logo and/or other graphic images for fascia panel or stand panels at extra charge.

The stand number will be indicated either on the fascia panel or on a special nameplate as well as the FIG 2018 brand elements.

Using Form 2, you can order coverings for wall panels, information desk and other equipment. Please select the color and code of the film and indicate which items are to be covered with it.

The default color of the film to be used for fascia text is red (031).

POWER SUPPLY

For the all booths, the booth rental fee includes 220V, 3 kW power + 1 triple outlet.

Additional outlets and lighting may be ordered using Form 1 (if a refrigerator is ordered, a 24/7-connection to 1 outlet is included).

If you need a kW power more than the power included in the rental fee, you may order using **Form 3**.

If you need a 380 V power supply, please contact the technical operator.

For any demand requiring a power higher than 15 kW, it is necessary to set up an installation (controller, etc.) inside the stand to limit the device peak current.

Make sure that you have ordered sufficient power supply to accommodate all your needs.

The power you demand is delivered to your stand with a cable outlet with a connector. The responsibility for connections is yours. The electrical energy that may be made available to the use of Exhibitors: The system has 5Ω grounding. Special grounding must be requested definitely in advance.

In three-phase applications, the loads on the phases must be distributed evenly. The organizer is not responsible for faulty or deficient distribution. Any damages in the system or premises arising from faulty and deficient distribution will be invoiced to the exhibitor.

COMMUNICATIONS, AUDIO-VIDEO SYSTEM EQUIPMENT REQUEST

You may order the telephone/fax/internet connections and audio/video equipment using **Forms 4 and 5**. Please contact the technical operator for any equipment not listed in the Forms.

The charges for the phone calls and internet traffic are collected at the technical operator desk in cash or by credit card throughout the duration of the exhibition.

CLEANING AND WASTE DISPOSAL

The gangways between the stands will be cleaned by the organizer every morning before the exhibition opens. The wastes left in front of your stand in plastic bags or boxes will also be picked up and disposed of during the Exhibition days.

You can use **Form 6** for you orders related with the internal cleaning of your stand during the exhibition period and tear down period.

All the decoration works at the booths must be completed on the day of build-up (May 6, 2018).

The empty boxes/packaging materials and wastes must be removed from the stands and dumped in the waste containers located near the cargo gates. If an exhibitor fails to do so, this will be performed at a fee of €50/m² to be deducted from the security deposit of the relevant exhibitor.

STAFF REQUIREMENTS

Security

The security of the Exhibition Area (during access to exhibition, settling, exhibition days, packing and clearing periods) is provided by ICC on 7/24 basis. The Exhibition Area is under surveillance by means of security staff and cameras. However, the camera surveillance is for general safety and security, and not for booth security.

The security staff is authorized to make warnings and take measures as considered necessary concerning the security of life, theft, unauthorized and illegal entries, as well as any restrictions and prohibitions set forth in the Exhibitor's manual. The Exhibitor's staff is obliged to comply with warnings and measures notified by the security staff, as well as the guidelines set forth in Exhibitor's manual.

During the build-up/breakdown periods, the halls will be closed by the security staff at 20:00 (to all exhibitors except those holding an after-hours work permit). During the exhibition period, the halls will be sealed by the security at 20:00 and re-opened at 08:00. Please note that it will not be possible for your own security staff to access the halls during the night.

The exhibitors are strongly recommended to either have a representative at their stands while the halls are open or to order individual security. The exhibitors shall bear the full responsibility for the safety of their exhibits and any personal belongings left at their stands while the halls are open. Individual security may be ordered using Form 7.

Interpreters & Promotional Staff

You can use **Form 7** to request interpreters and auxiliary staff for your stand.

During the periods of build-up, exhibition days and breakdown, the persons without a work permit are not allowed to work pursuant to the laws of the Republic of Turkey. The exhibitors shall undertake all kinds of social insurance liabilities of the staff they employ. It is forbidden to employ uninsured workers inside the Exhibition Area.

CATERING

You can use **Form 8** to send your orders for catering you want to serve at your booth.

FLORAL SERVICES

You may order floral services and flower arrangements using **Form 9**. Please contact with indicated supplier for your floral requests other than indicated suggestions.

BUILD-UP/BREAKDOWN DURING AFTER-HOURS

The use of the Exhibition Area during after-hours for build-up/breakdown may be requested using **Form 10**. These request must definitely be delivered to the technical operator 1 week prior to the date of use.

GENERAL GUIDELINE

1. The general start date of build-up for all exhibitors is May 05, 2018. Contact the technical operator to get information about the conditions to start build-up earlier.
2. Please make sure that your stand contractors and developers are aware of the build-up and breakdown schedule.
3. The build-up times for heavy and large equipment and exhibits must be confirmed in advance with the technical operator.
4. Build-up activities are forbidden during the Exhibition Dates.
5. The exhibition materials and equipment cannot be packed and removed from the Exhibition until Thursday 18:00.
6. The delivery of empty cases/boxes to stands for packing the exhibits may only be started after indicated hour. No small exhibits, personal belongings or valuables may be left at the stands after the Exhibition is closed.
7. The contractors and exhibitors who leave the exhibits or stand equipment unattended in the hall after the closure of the Exhibition shall bear full responsibility for them.
8. All exhibitors with Shell Scheme stands must remove their exhibits (except large-sized exhibits) and other materials in order to allow the start of the breakdown. Otherwise, the exhibitors will be responsible for further safety or safe utilization of temporary constructions.
9. The authority for any type of work at the service area belongs to Authorized Technical Service staff. If any unauthorized work is found out, a fine of € 1000 will be imposed.
10. The sound level at the stands must be kept at a minimum level (80 dB) that will not effuse outside the stand.
11. It is compulsory to get the approval of the organizer for the activities to be carried out at the stands during Exhibition days. The organizer shall give such approval by planning the times of such activities, due to reasons such as avoiding the interacting of the simultaneous activities at adjacent stands, the coordination of the safe passage of the other visitors through gangways, etc.
12. Any changes, damages, fouling, staining of any section in the halls (such as walls, columns, floor) are absolutely prohibited.
13. All the technical equipment, materials, and stand articles rented from the Organizer must be returned completely and without damage at the end of the Exhibition.
14. Security Deposit
 - a. Security Deposit: Is € 40 per square meter. It has to be deposited until June 4, 2017 using Form 11.
 - b. Refund of Security Deposit: The remaining amount after the deduction of penalties, if any, to be determined after the end of the Exhibition, or otherwise the full amount, will be refunded within 5 business days as of the ending date of the Exhibition.
 - c. If the security deposit of the Exhibitor will be depleted due to penalties at any stage of build-up/exhibition days, the Organizer may demand additional security deposit.

15. Penalties

- a. If any of the rules specified in the manual, the attached forms and the relevant regulations is not complied with, a fine to be determined by the organizer based on the degree of breach will be applied. The amount of the fine will be deducted from the security deposit and such amount will be invoiced.
 - b. A fine of € 100 per square meter will be applied for each hour exceeding the deadlines in build-up and breakdown schedule.
 - c. Any damages to the exhibits or properties of the Exhibitors, Organizers, the Exhibition Area, and any other Contractors or third parties will be indemnified to the extent of the financial value of such damage.
 - d. In the case that the Exhibition Area/Organizer will consider that a stand is a potential hazard for visitors/exhibitors, such stand will be closed to visitors and employees. In addition, all relevant expenses will be collected.
 - e. The Organizer will be indemnified against any claims, damages, losses or expenses regarding injuries, damages to and loss of property, which may arise from any breach of the Contractors, contracted Sub-Contractors / Suppliers and employed staff before the completion of the stand construction and breakdown.
 - f. The stand owners are responsible for cleaning the inside of the stand area and its surroundings considered as the inside of stand area. A fine will be applied based on the degree of breach if cleaning will not be carried out regularly within build-up, exhibition days and breakdown schedule, the wastes will not be removed from ICC grounds and/or be discarded to appropriate locations, and accordingly, such situation will hinder the build-up, exhibition and breakdown operations.
 - g. In the case that the security deposit of the Exhibitor will be depleted due to penalties at any stage of build-up/Exhibition days and the additional security deposit demanded by the organizer will not be paid, the Organizer may stop the stand activities.
16. It is prohibited to distribute printed materials outside the stand area, to make advertisements within the Exhibition Area and its surroundings, to promote the companies that are not Exhibitors or to display their products, and to use the empty spaces for storage purposes without the written permission of the Technical Operator.
17. The sub-exhibitors are not allowed to participate.
18. By signing the contract for participation in the Exhibition, the exhibitor guarantees that the design/elements of the stand and any other objects exhibited at the Exhibition do not violate any trade, author, and other rights of intellectual property of any third party.
19. The points of connection of the electricity, water, compressed air and telephone lines are within the service space underneath the floor. The authority for any type of work at the service area belongs to Authorized Technical Service staff. A fine of € 1000 will be imposed for any unauthorized work.
20. The columns, hatches, electricity distribution panels, manholes, and/or various technical connection points for your stand or the adjacent stands may be located within your exhibition space. In such case, in order to provide free access to fire hydrant cabinets, fire-extinguishing equipment and electrical control units, power cabling fittings and pipes with a maximum diameter of 50 mm may be laid in the gangways or within your stand area without an additional approval. Please prepare your design accordingly. Plan the podiums and floorings at your stand accordingly. You can get detailed information from the technical operator.

21. Please pay attention to the fact that the weight of exhibits at your stand may not exceed the maximum safe load of the hall floor.
22. No dangerous exhibits or equipment may be used without the written approval of the technical operator.
23. All moving equipment shall be installed and safeguarded by the exhibitor and be approved by the technical operator.
24. Under extraordinary circumstances or in case of exceeding the allowable noise level (above 80 dB), the technical operator may request such equipment be turned off.
25. Engines, generators, machines, furnaces or other power equipment and devices cannot be exhibited at the Exhibition without the prior written approval of the technical operator. Such approval may be temporarily suspended or revoked if the approved equipment is inconvenient for other exhibitors or visitors.
26. The safety devices can be exhibited only after the equipment is stopped and disconnected from the power supply in order to exhibit its design and the structure of its accessible parts. Safety devices must be restored immediately after the demonstration is finished.
27. The exhibitors must inform the organizer about their demands concerning to energy, water, internet, and telephone lines needed for their stands.
28. No advertisement material (flags, banners, etc.) can be placed on the floor, hall constructions, walls, and the other parts of the halls.
29. Advertisement is chargeable, and the exhibitors wishing to use the advertisement channels must contact the organizer.
30. At the end of the exhibition, the walls and the other additional elements of the constructions will be taken over clean and undamaged by adhesive tapes. In case of any damages to any of the stand elements and equipment, a fine will be imposed on the relevant exhibitor in an amount equal to three times of the cost specified in Form 1 for the damaged equipment. For the damages to the equipment in "D-system Stand constructions" section, a fine will be imposed in an amount equal to 7 (seven) times of the costs specified in Form 1 for the relevant equipment.
31. In order to stabilize the stand constructions, additional fasteners not shown in your stand design may be used.
32. Should you need to remove these temporarily (e.g. to install large exhibits), you must obtain the permission of the technical operator and make sure that all necessary precautions are taken.
33. The build-up of the exhibition equipment and the connection of the electrical devices (except for exhibits) in a shell scheme stand are considered as self-guided build-up. Such stands must undergo a Technical Expertise at the expense of the exhibitor.

34. Attaching the equipment to stand constructions, self-guided covering of the panels, labeling, drilling, and affixing advertisements and other materials by pins, adhesive tapes, etc. are strictly prohibited.
35. As of the closing time on the last day of the Exhibition, the organizer will not have any responsibility regarding the loss of exhibits. When removal period is over, please note that the stands and materials not removed from the Exhibition Area will be removed from the area, that the organizer will not have any responsibility, and that the removal fee will be invoiced to the exhibitor.
36. In the case that wastes such as plaster, debris, pieces of chipboard, etc. are left at the stand areas during the breakdown, the cost for the removal of such wastes will be invoiced to the exhibitor by the organizer at a unit price of € 125/m².
37. All the halls are equipped with fire extinguishers. It is strictly forbidden to blockade the locations of such equipment during stand construction. The exhibitors are required to bring in their own special fire extinguishers and equipment depending on the particulars of their exhibits. However, the locations of all fire extinguishers at the stands must be notified to the relevant authorities in the decoration plans.

Stand Materials

The materials used in stand construction and the other stand materials must not be easily inflammable. The certificates documenting the types of these materials must be available at the stands.

The materials and constructions without a fire safety certificate (wooden constructions, carpeting, inflammable decorations, drapery, etc.) must be treated with appropriate fire retardants.

The materials such as wood, reed, straw, etc. must be soaked with a special liquid for compliance with the above standard.

Activities

Small scale welding and material cutting activities, which have to be carried out inside the halls, must be notified to the technical operator, and the surrounding areas must be protected and the fire extinguishing materials must be made available.

Large-scale welding and material cutting activities and spray painting are prohibited inside the exhibition halls.

Exhibition of Motor Vehicles: such vehicles may be exhibited in the halls with their fuel tanks nearly empty. The ignition of the vehicles must be turned off and their fuel tanks must to be locked.

If considered necessary, the organizer reserves the right to forbid the operation of any machinery, which is observed to be harmful for people or environment.

Explosives

It is strictly prohibited to use and display any explosive materials. This also applies for ammunitions.

Machinery/Equipment operations: The machinery which complies with the engineering and operation safety standards is permitted. All accident precautions must be taken.

While machinery is running, their authorized operators must be in attendance. When the machinery is stopped, the authorized operators may move away. The machinery and materials, which produce exhaust gases causing health risks, may be operated inside the halls only if such gases are discharged to outdoors through pipes.

All the exhibitors and their teams are required to learn the locations of the emergency exits located at the halls and sections where they work. The front of the exit doors shall not be blocked in any way and the exits shall not be hindered.

The equipment without sufficient fire protection cannot be displayed at the Exhibition.

Materials / Substances not Permitted in the Exhibition Area

The materials and substances listed below cannot be used in the halls without the written permission of the organizer:

- Compressed cylinders,
- Compressed and liquefied gas systems (LPG),
- Inflammable liquids,
- Explosives,
- All types of fireworks,
- Radioactive materials,
- X-ray materials,
- Laser systems,
- High frequency devices and radio systems,
- Materials and products containing asbestos,
- Balloons and blimps filled with combustible / non-persistent gases.

FORM 1

ADDITIONAL EQUIPMENT REQUESTS

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:				
Contact Person:				
Phone:		E-Mail:		
Booth No:		Booth Sqm:		
D SYSTEM STAND CONSTRUCTIONS				
Item	Code	Unit Price (€)	Quantity	Total (€)
Wall panel D system 1000x2500	S255	50		
Wall panel D system 500x2500	S257	45		
Wall panel D system 1000x1000	S257A	40		
Wall panel D sistem 500x1000	S257B	35		
Lockable Door 1000x3000	S526A/B	80		
Wall shelf 1000x300 D system	S254	40		
Help desk 500x1000, H=1000 (chipboard) D system	S213	100		
HELP DESKS & CABINET				
Item	Code	Unit Price (€)	Quantity	Total (€)
Help desk 500x1000, H=1000 D system	0084	75		
Help desk w/ shelf on top 500x1000, H=1100	0085	95		
Round help desk R1=725, R2=1370, H=2500	S248	120		
Round help desk R1=725, R2=1370, H=1000	S211	100		
Display unit 500x1000, H=750 (constructed)	S250	60		
Display counter 1000x1000, H=750 (constructed)	S250A	70		
Square Help Desk H=2500	S244	80		
SHOWCASES				
Item	Code	Unit Price (€)	Quantity	Total (€)
Glass showcase 500x1000, H=1000	S099	130		
Glass showcase 500x500, H=1000 (with 2 shelves)	S099A	105		
Glass showcase 500x500, H=2000 (with 2 glass shelves)	S101	155		
Glass showcase 500x500, H=2000 (with lighting & 2 glass shelves)	S101A	170		
Glass showcase 500x1000, H=2000 (with 2 glass shelves)	S102	145		
Glass showcase 500x1000, H=2000 (with lighting & 2 glass shelves)	S102A	170		
Semi-circle glass showcase H=2500, R=1000 (with interior lighting & 2 glass shelves)	399	350		
	S308	25		
Additional glass shelf for S102 and S102A (500x10500)	S308A	40		
Cabinet 500x1000, H=1000 with 945x500 sliding door	S249	250		
RACKS AND SHELVES				
Item	Code	Unit Price (€)	Quantity	Total (€)
5-shelf unit 300x1000, H=2070	S305	55		
5-shelf unit 500x1000, H=2070	S306	75		
Brochure rack	S130A	165		
ELECTRICAL EQUIPMENT				
Item	Code	Unit Price (€)	Quantity	Total (€)
Spot lamp (100 W) Yellow	A006	30		

Spot lamp (150 W) White	T017	60		
Spot lamp halogen (500 W) Yellow	A010	200		
Projector metal-halogen (150 W) White	A009	130		
Protrusion halogen lamp (on the bar) (300 W)	A018	75		
Fluorescent lamp (40 W) White	A002	40		
Mini spot lamp inside showcase (70W) White	T017	45		
Spot Lamp metal halogen	T024	120		
Power outlet 220V (single, max. 2.3 kW)	T051	20		
Power outlet 220V (electric terminal 32A, max. 5 kW)	T052	25		
Power outlet 220V (triple, max. 2.3 kW)	T005	40		
Power outlet 220V (single, max. 2.3 kW, 24 hrs)	T053	40		
Power outlet 220V (triple, 24 hrs, max. 2.5 kW)	T050	40		
Power outlet 380V (electric terminal 16A, max. 10 kW)	T054	35		
Power outlet 380V (electric terminal 32A, max. 20 kW)	T055	50		
Power outlet 380V (electric terminal 63A, max. 40 kW)	T056	50		
Power distribution board 32A (without cable)	T057	150		
Power distribution board 63A (without cable)	T058	160		
Rent of power cable: max. 15 running meters	~	50		
Rent of power cable: 15 to 25 running meters	~	60		
Rent of power cable: 25 to 35 running meters	~	70		
Floor cable duct, per 1 running meter	~	25		
Cable laying 5x10 mm ² , running meter	~	30		
Cable laying 5x25 mm ² , running meter	~	45		

Furniture

Item	Code	Unit Price (€)	Quantity	Total (€)
Chair	0001	10		
Chair	0011	15		
Soft Chair	0007	20		
Swivel office chair	0072	30		
Bar Stool	0009	30		
Bar Stool	0099	35		
Bar Stool	0043	40		
Square Table 800x800 H=700	0088	35		
Round table D=700 H=700	0093	40		
Folding Table 800x800 H=750	0048	40		
Round table, high D=600 H=1200	0023	60		
Round glass table D=800 H=700	0089	60		
Single armchair, leatherette, 580x800x600 (white)	0056	100		
Double sofa, leatherette, 1350x800x800 (black, white)	0057	120		
Coffee table, glass, right-angled 700x500, H=400	0038	75		
Conference table, 800x1400, H=720	0039	100		

Office

Item	Code	Unit Price (€)	Quantity	Total (€)
Wall-mounted mirror 1500x600	S317	40		
Waste paper bin	0076	4		

Kitchen

Item	Code	Unit Price (€)	Quantity	Total (€)
84-Liter refrigerator (520x480x820), 24-hrs connected	0040	80		
245-Liter refrigerator (560x610x1850), 24-hrs connected	0150	140		
Coffee machine	0347	45		
Coffee machine (1.25 kW)	0348	100		
Kitchen unit (sink) (500x900x850)	0364	250		

Elbise Askısı

Item	Code	Unit Price (€)	Quantity	Total (€)
Portable coat rack 1000x1800	S131	75		
Coat hanger	S148	50		
Hangers for clothes, per piece	S132	3		

GRAND TOTAL:

- The symbols and identification codes of the equipment can be found in the end of this form.
- The exhibitor must return the stand, equipment, furniture and other materials to the technical operator in their original states. For the damages to the equipment, a fine will be imposed in an amount equal to 3 (three) times of the costs specified above for the relevant equipment. For the damages to the equipment in "D-system stand constructions" section, a fine will be imposed in an amount equal to 7 (seven) times of the costs specified above for the relevant equipment.
- For the orders sent after April 1, 2018 prices will increase 25%.
- By submitting the completed form, the Exhibitor accepts to make full payment for the services ordered. CAUTION! The orders will be processed only after the receipt of payments. The payments must be deposited to the accounts specified below 3 (three) days after the date of order.
- Fees for changes/additions to earlier orders will be based on the prices in effect at the date of request.
- The fulfillment of the orders received after May 1, 2018 is at the discretion of the service providers.
- After May 5, 2018, the fulfillment of orders will only be possible if the payment is made in cash or by credit card.
- 18% VAT will be added to the total price.

PAYMENT

() I want to make payment via bank transfer to the below account.








































ACCOUNT NAME	MCI FUARCILIK DIŞ TİC. LTD. ŞTİ.
BANK NAME	YAPI KREDİ BANKASI
BRANCH NAME	YILDIZ
BRANCH CODE	1304
TL IBAN:	TR46 0006 7010 0000 0053 0199 55 (SWIFT: YAPITRIS072)
EUR IBAN:	TR87 0006 7010 0000 0053 0133 97 (SWIFT: YAPITRISFEX)
USD IBAN:	TR78 0006 7010 0000 0053 0095 82 (SWIFT: YAPITRISXXX)

() I want to make payment via credit card and requesting mail order form. (This option will add %2,5 credit card commission to the total amount.)

DATE	NAME - SURNAME	SEAL & SIGNATURE



































FORM 1.A.

SYMBOLS AND IDENTIFICATION CODES

SYMBOL	CODE	NAME	SYMBOL	CODE	NAME	SYMBOL	CODE	NAME
	S255	Wall panel D system 1000x2500		S102A	Glass showcase 500x1000, H=2000 (with lighting & w/ 2 glass shelves)		T050	Power outlet 220V (triple, 24 hrs, max. 2.5 kW)
	S257	Wall panel D system 500x2500		399	Semi-circle glass showcase H=2500, R=1000 (w/ interior lighting & 2 glass shelves)		T054	Power outlet 380V (electric terminal 16A, max. 10 kW)
	S257A	Wall panel D system 1000x1000		S308	Showcase S101; additional glass shelf for S101A (500x500)		T055	Power outlet 380V (electric terminal 32A, max. 20 kW)
	S257B	Wall panel D system 500x1000		S308A	Showcase S102; additional glass shelf for S102A (500x1000)		T056	Power outlet 380V (electric terminal 63A, max. 40 kW)
	S526A/B	Lockable Door 1000x3000		S249	Cabinet 500x1000, H=1000 with 945x500 sliding door		T057	Power distribution board 32A (without cable)
	S526A/B	Lockable Door 1000x3000		S305	5-shelf unit 300x1000, H=2070		T058	Power distribution board 63A (without cable)
	S254	Wall shelf 1000x300 D system		S306	5-shelf unit 500x1000, H=2070			Rent of power cable: max. 15 running meters
	S213	Help desk 500x1000, H=1000 (chipboard) D system		S310A	Brochure rack			Rent of power cable: 15 to 25 running meters
	O084	Help desk 500x1000, H=1000 D system		A006	Spot lamp (100 W) Yellow			Rent of power cable: 25 to 35 running meters
	O085	Help desk w/ shelf on top 500x1000, H=1100		T017	Spot lamp (150 W) White			Floor cable duct, per 1 running meter
	S248	Round help desk R1=725, R2=1370, H=2500		T024	Spot Lamp metal halogen			Cable laying 5x10 mm ² , running meter
	S211	Round help desk R1=725, R2=1370, H=1000		A010	Spot lamp halogen (500 W) Yellow			Cable laying 5x25 mm ² , running meter
	S250	Display unit 500x1000, H=750 (constructed)		A009	Projector metal-halogen (150 W) White		O001	Chair
	S250A	Display counter 1000x1000, H=750 (constructed)		A018	Protrusion halogen lamp (on the bar) (300 W)		O011	Chair
	S244	Square Help Desk H:2500		A002	Fluorescent lamp (40 W) White		O007	Soft chair

FORM 1.A.

SYMBOLS AND IDENTIFICATION CODES

	S099	Glass showcase 500x1000, H=1000		T017	Mini spot lamp inside showcase (70W) White		O072	Swivel office chair
	S099A	Glass showcase 500x500, H=1000 (w/ 2 shelves)		T051	Power outlet 220V (single, max. 2.3 kW)		O009	Bar stool
	S101	Glass showcase 500x500, H=2000 (w/ 2 glass shelves)		O039	Conference table, 800x1400, H=720		O465	Cooler + water bottle (19 liter) (550W)
	S101A	Glass showcase 500x500, H=2000 (with lighting & w/ 2 glass shelves)		T052	Power outlet 220V (electric terminal 32A, max. 5 kW)		O348	Coffee machine (1.25 kW)
	S102	Glass showcase 500x500, H=2000 (w/ 2 glass shelves)		T005	Power outlet 220V (triple, max. 2.3 kW)		O099	Bar stool
	O093	Round table D=700 H=700		T053	Power outlet 220V (single, max. 2.3 kW, 24 hrs)		O043	Bar stool
	O048	Folding Table 800x800 H=750		S317	Wall-mounted mirror 1500x600		O088	Square Table 800x800 H=700
	O023	Round table, high D=600 H=1200		S148	Coat hanger		O364	Kitchen unit (sink) (500x900x850)
	O089	Round glass table D=800 H=700		O076	Waste paper bin		S131	Portable coat rack 1000x1800
	O056	Single armchair, leatherette, 580x800x600 (white)		O040	84-Liter refrigerator (520x480x820), 24- hrs connected		S132	Hangers for clothes, per piece
	O057	Double sofa, leatherette, 1350x800x800 (black, white)		O150	245-Liter refrigerator (560x610x1850), 24-hrs connected			
	O038	Coffee table, glass, right-angled 700x500, H=400		O347	Coffee machine			

It is strictly prohibited for the Exhibitors to make any self-guided at their stands changes during build-up/breakdown periods and within Exhibition hours (complete or partial breakdown, self-guided changes to the electrical equipment, unauthorized connection to networks, dismantling of audio/video equipment, self-guided covering of panels, fitting and decoration of panels using adhesive tapes and other adhesive materials (if it may lead to damages to the elements of stand constructions), using staplers to fix materials to the panels, drilling holes in stand constructions, placing and mounting on the stand any exhibition equipment and other constructions that are not official exhibits).

The exhibitor must return the stand, equipment, furniture and other materials to the technical operator in their original states. The damages to the equipment have to be compensated in an amount equal to 3 (three) times of the costs specified in Form 4.A for the relevant equipment. The damages to the equipment in "D-system stand constructions" section have to be compensated in an amount equal to 7 (seven) times of the costs specified in Form 1 for the relevant equipment.

DATE	NAME - SURNAME	SEAL & SIGNATURE

FORM 2

GRAPHICAL DESIGN AND FASCIA TEXT

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:			
Contact Person:			
Phone:		E-Mail:	
Booth No:		Booth Sqm:	

FASCIA TEXT:

*15 SYMBOLS - included in booth price
(Please fill out in English and do not use quotation marks)

GRAPHICAL DESIGN AND FASCIA TEXT

Item	Code	Unit Price (€)	Quantity	Total (€)
Additional symbol for fascia name	101	2,5		
Logo on fascia panel (the final price depends on color quality and size)	102	From 15 €		
Logo on other surfaces (the final price depends on color quality and size)	103	From 20 €		
Covering with ORACAL film, per 1 sqm	~	40		
Covering with ORACAL film "Strip" (width up to 0.5 m), per 1 running meter	~	25		
Covering with the Exhibitor's material, per 1 sqm	~	35		
Banner printing (with eyelets / pocket) 360 dpi, per 1 sqm	~	25		
Banner printing (with eyelets / pocket) 720 dpi, per 1 sqm	~	40		
Banner grid printing, 360 dpi, per 1 sqm	~	25		
Banner grid printing, 720 dpi, per 1 sqm	~	40		
Printing on silk (thermal transfer), per 1 sqm	~	70		
Full-color printing and covering w/ ORAJET film, per 1 sqm	~	85		

GRAND TOTAL:

The cost of ORACAL film covering (width up to 0.5 m) is calculated based on the running meter required. Full-color printing is made only with the use of the Exhibitor's files, which are provided via electronic devices simultaneously with the submission of the order using Form 2. Covering may also be made with the graphic materials provided by Exhibitor.

Requirements for graphic files:

When placing orders for the production of graphic materials (logos, banners, etc.) for your stand, please make sure that your files meet the following requirements:

- Files must be submitted in electronic format.
- File and folder names may contain only numbers and English letters.
- File compressions will be made using ZIP (PC) only.
- Only CMYK color model should be used. Please note that the quality of color rendering cannot be guaranteed if you use a color model other than CMYK.

File formats:

- Raster files: TIFF (.tif, uncompressed)
- PSD layers (.psd)
- Vector files: Adobe Illustrator 8.0 EPS or AI, CDR (Coral Draw) X4 Convert.

Scaling and resolution:

- Raster for printing, up to 150x250 cm - 1:1, minimum 56 dpi
- Raster for printing, over 150x250 cm - 1:10, minimum 400 dpi
- Vector - 1:10

Other requirements:

FORM 2 GRAPHICAL DESIGN AND FASCIA TEXT

- If a vector file contains raster images, such images must be prepared according to the requirements above and be attached as separate files. If a vector files is scaled down (e.g. 1:10), then the inserted raster image must also be proportionally scaled down and its resolution must be increased proportionally.
- We recommend not to use pure black or gray colors (e.g. CMYK 0-0-0-100) since such pure colors may be distorted during the printing process. Instead, we recommend the use of composite colors (e.g. CMYK 50-50-50-100). The required gray colors must be presented as a percentage of such composite colors (e.g. CMYK 10-10-10-20).
- The parts of the image that require either less than 2% paint or more than 300% paint will be printed incorrectly. Light zones with less than 2% paint will come out white. The image parts with more than 300 % paint may not dry out and the paint may smear around.
- All fonts in vector files must be outlined into curves.
- If the resolution of the raster file is not sufficient, please do not increase it artificially as it will reduce the print quality.
- The models must be prepared in edge-to-edge format, and the supporting poles and the structural character of the equipment must be considered. Models cannot contain any white areas, such as invisible objects, masks, etc.
- If the graphic files will not comply with the requirements, the Exhibitor will have to pay additional fees for the work of the designers.

It is strictly prohibited for the Exhibitors to make any self-guided changes during build-up/breakdown periods and within Exhibition hours (complete or partial breakdown, self-guided changes to the electrical equipment, unauthorized connection to networks, dismantling of audio/video equipment, self-guided covering of panels, fitting and decoration of panels using adhesive tapes and other adhesive materials (if it may lead to damages to the elements of stand constructions), using staplers to fix materials to the panels, drilling holes in stand constructions, placing and mounting on the stand any exhibition equipment and other constructions that are not official exhibits).

1. The symbols and identification codes of the equipment can be found in the end of this form.
2. The exhibitor must return the stand, equipment, furniture and other materials to the technical operator in their original states. For the damages to the equipment, a fine will be imposed in an amount equal to 3 (three) times of the costs specified above for the relevant equipment. For the damages to the equipment in "D-system stand constructions" section, a fine will be imposed in an amount equal to 7 (seven) times of the costs specified above for the relevant equipment.

For the orders sent after April 1, 2018 prices will increase 25%.

3. By submitting the completed form, the Exhibitor accepts to make full payment for the services ordered. CAUTION! The orders will be processed only after the receipt of payments. The payments must be deposited to the accounts specified below 3 (three) days after the date of order.
4. Fees for changes/additions to earlier orders will be based on the prices in effect at the date of request.
5. The fulfillment of the orders received after May 1, 2018 is at the discretion of the service providers.
6. After May 5, 2018, the fulfillment of orders will only be possible if the payment is made in cash or by credit card.
7. 18% VAT will be added to the total price.

PAYMENT

I want to make payment via bank transfer to the below account.

ACCOUNT NAME	MCI FUARCILIK DIŞ TIC. LTD. ŞTİ.
BANK NAME	YAPI KREDİ BANKASI
BRANCH NAME	YILDIZ
BRANCH CODE	1304
TL IBAN:	TR46 0006 7010 0000 0053 0199 55 (SWIFT: YAPITRIS072)
EUR IBAN:	TR87 0006 7010 0000 0053 0133 97 (SWIFT: YAPITRISFEX)
USD IBAN:	TR78 0006 7010 0000 0053 0095 82 (SWIFT: YAPITRISXXX)

I want to make payment via credit card and requesting mail order form. (This option will add %2,5 credit card commission to the total amount.)

DATE	NAME - SURNAME	SEAL & SIGNATURE

FORM 3

POWER SUPPLY

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:

Contact Person:

Phone:	E-Mail:
Booth No:	Booth Sqm:

POWER SUPPLY DURING EXHIBITION PERIOD

Connection to the grid (prices are per 1 connection)

Item	Unit Price (€)	Quantity	Total (€)
Up to 5kW (included)	100		
Up to 10kW (included)	150		
Up to 20kW (included)	250		
Up to 40kW (included)	350		

* Power consumption is included in the price.

For shell schemes stands, it is prohibited to use personal lighting equipment (not ordered from the technical operator) or other equipment with electrical circuits.

Renting Power Supply Cable (Price per 5 running meters)

Item	Unit Price (€)	Quantity	Total (€)
Cross-section 5*2,5 mm	40		
Cross-section 5*4 mm	72,5		
Cross-section 5*6 mm	100		
Cross-section 5*10 mm	140		
Cross-section 5*25 mm	220		

The Exhibitor is responsible for the electric equipment at the stand, the power supply cable and the switchboard. Faulty equipment will not be connected until repaired.

GRAND TOTAL:

- The symbols and identification codes of the equipment can be found in the end of this form.
- The exhibitor must return the stand, equipment, furniture and other materials to the technical operator in their original states. For the damages to the equipment, a fine will be imposed in an amount equal to 3 (three) times of the costs specified above for the relevant equipment. For the damages to the equipment in "D-system stand constructions" section, a fine will be imposed in an amount equal to 7 (seven) times of the costs specified above for the relevant equipment.
- For the orders sent after April 1, 2018 prices will increase 25%.
- By submitting the completed form, the Exhibitor accepts to make full payment for the services ordered. CAUTION! The orders will be processed only after the receipt of payments. The payments must be deposited to the accounts specified below 3 (three) days after the date of order.
- Fees for changes/additions to earlier orders will be based on the prices in effect at the date of request.
- The fulfillment of the orders received after May 1, 2018 is at the discretion of the service providers.
- After May 5, 2018, the fulfillment of orders will only be possible if the payment is made in cash or by credit card.
- 18% VAT will be added to the total price.

PAYMENT

I want to make payment via bank transfer to the below account.

ACCOUNT NAME	MCI FUARCILIK DIŞ TİC. LTD. ŞTİ.
BANK NAME	YAPI KREDİ BANKASI
BRANCH NAME	YILDIZ
BRANCH CODE	1304
TL IBAN:	TR46 0006 7010 0000 0053 0199 55 (SWIFT: YAPITRIS072)
EUR IBAN:	TR87 0006 7010 0000 0053 0133 97 (SWIFT: YAPITRISFEX)
USD IBAN:	TR78 0006 7010 0000 0053 0095 82 (SWIFT: YAPITRISXXX)

I want to make payment via credit card and requesting mail order form. (This option will add %2,5 credit card commission to the total amount.)

DATE	NAME - SURNAME	SEAL & SIGNATURE

FORM 4

RENTAL OF COMMUNICATION, TELEPHONE AND FAX LINES AND EQUIPMENT

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:

Contact Person:

Phone:

E-Mail:

Booth No:

Booth Sqm:

Communication and Communication Equipments

Item	Unit Price (€)	Quantity	Total (€)
Desktop Telephone with Handset Standard Analog Telephone	35		
All in One Printer/Fax	70		

Call charges are determined separately. Connections are made for Exhibition period (4 days).

Internet Connection (With unlimited internet access) & Devices

Item	Unit Price (€)	Quantity	Total (€)
512 Kb/s	560		
2 Mb/s	950		
10 Mb/s	2.300		
Wi-Fi, 512 Kb/s, 4 days	255		
Wi-Fi, 512 Kb/s, 1 day	100		
Ethernet Router	3.000		
Ethernet Switch	4.000		
Cabling and Infrastructure Works"	3.500		

Network equipment setup is not included in the cost of connection.

Connection cost includes installation, test and providing data to the customer for equipment setup. Connections are made for the Event period (4 days).

GRAND TOTAL:

- The symbols and identification codes of the equipment can be found in the end of this form.
- The exhibitor must return the stand, equipment, furniture and other materials to the technical operator in their original states. For the damages to the equipment, a fine will be imposed in an amount equal to 3 (three) times of the costs specified above for the relevant equipment. For the damages to the equipment in "D-system stand constructions" section, a fine will be imposed in an amount equal to 7 (seven) times of the costs specified above for the relevant equipment.
For the orders sent after April 1, 2018 prices will increase 25%.
- By submitting the completed form, the Exhibitor accepts to make full payment for the services ordered. CAUTION! The orders will be processed only after the receipt of payments. The payments must be deposited to the accounts specified below 3 (three) days after the date of order.
- Fees for changes/additions to earlier orders will be based on the prices in effect at the date of request.
- The fulfillment of the orders received after May 1, 2018 is at the discretion of the service providers.
- After May 5, 2018, the fulfillment of orders will only be possible if the payment is made in cash or by credit card.
- 18% VAT will be added to the total price.

PAYMENT

I want to make payment via bank transfer to the below account.

ACCOUNT NAME	MCI FUARCILIK DIŞ TİC. LTD. ŞTİ.
BANK NAME	YAPI KREDİ BANKASI
BRANCH NAME	YILDIZ
BRANCH CODE	1304
TL IBAN:	TR46 0006 7010 0000 0053 0199 55 (SWIFT: YAPITRIS072)
EUR IBAN:	TR87 0006 7010 0000 0053 0133 97 (SWIFT: YAPITRISFEX)
USD IBAN:	TR78 0006 7010 0000 0053 0095 82 (SWIFT: YAPITRISXXX)

I want to make payment via credit card and requesting mail order form. (This option will add %2,5 credit card commission to the total amount.)

DATE	NAME - SURNAME	SEAL & SIGNATURE

FORM 5

AUDIO-VIDEO SYSTEM EQUIPMENT

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:

Contact Person:

Phone: E-Mail:

Booth No: Booth Sqm:

Video Systems

Item	Unit Price (€)	Quantity	Total (€)
Full Hd Led Screen 42'(Wall Mounted - With Stand)	160		
Full Hd Led Screen 50'(Wall Mounted - With Stand)	210		
Full Hd Led Screen Tv 60'(With Stand)	310		
Full Hd Led Screen Tv 80'(With Stand)	510		
Full Hd Led Screentv 84'(With Stand)	610		

Video Cameras, Recording Devices and Players

Item	Unit Price (€)	Quantity	Total (€)
Video player BETACAM SP	200		
Video recorder DV CAM	150		
DVD-player	75		
BluRay-player	100		
DVD/HDD-recorder	120		
Unmanned Video Camera Full HD	400		
Camera Operator	450		
Mini PTS (cameras with x3 camera channels and mixer)	4.000		
Laptop (Standart) (i3 Cpu,2Gb Ram,1Gb Vc) (Daily)	55		
Laptop (High Quality) (i7 Cpu,4Gb Ram,2Gb Vc) (Daily)	80		
Projection 3500 Ans.	420		
Projection Board (180X180cm With Tripod)	120		

Audio Systems

Item	Unit Price (€)	Quantity	Total (€)
Sound System (2 Speakers & 1 Mixer)	400		
Hand-Held Radio Microphone	60		
Desktop Microphone	50		
Lapel Microphone / Headset	50		
CD or MD Player	70		

Plasma Panels and LED Screens

Item	Unit Price (€)	Quantity	Total (€)
Video Wall 2X2 (With Stand)	720		
Video Wall 3X2 (With Stand)	1.020		
Video Wall 3X3 (With Stand)	1.600		

FORM 5 AUDIO-VIDEO SYSTEM EQUIPMENT

Tablet (Ipad 2)	100		
Tablet (Ipad 4)	200		
Tablet Stand (Ipad 2&4)	100		
Touch Screen 22'	400		
Touch Screen 42'	600		

Connection cost includes installation, test and providing data to the customer for equipment setup.

GRAND TOTAL:

1. The symbols and identification codes of the equipment can be found in the end of this form.
2. The exhibitor must return the stand, equipment, furniture and other materials to the technical operator in their original states. For the damages to the equipment, a fine will be imposed in an amount equal to 3 (three) times of the costs specified above for the relevant equipment. For the damages to the equipment in "D-system stand constructions" section, a fine will be imposed in an amount equal to 7 (seven) times of the costs specified above for the relevant equipment.
- For the orders sent after April 1, 2018 prices will increase 25%.
3. By submitting the completed form, the Exhibitor accepts to make full payment for the services ordered. CAUTION! The orders will be processed only after the receipt of payments. The payments must be deposited to the accounts specified below 3 (three) days after the date of order.
4. Fees for changes/additions to earlier orders will be based on the prices in effect at the date of request.
5. The fulfillment of the orders received after May 1, 2018 is at the discretion of the service providers.
6. After May 5, 2018, the fulfillment of orders will only be possible if the payment is made in cash or by credit card.
7. 18% VAT will be added to the total price.

PAYMENT

I want to make payment via bank transfer to the below account.

ACCOUNT NAME	MCI FUARCILIK DIŞ TİC. LTD. ŞTİ.
BANK NAME	YAPI KREDİ BANKASI
BRANCH NAME	YILDIZ
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DATE	NAME - SURNAME	SEAL & SIGNATURE
------	----------------	------------------

FORM 6

CLEANING AND WASTE DISPOSAL - MUST BE FILLED AND SIGNED BY EACH EXHIBITOR

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:

Contact Person:

Phone:

E-Mail:

Booth No:

Booth Sqm:

CLEANING

I confirm that we will dispose our waste by ourselves to the indicated points in the Venue. Otherwise, we accept that Organizer will send a fine invoice as € 125 / m2.

Item	Unit Price (€)	Quantity	Total (€)
Janitor * (only for mopping and dusting) for 1 h	30		
Janitor * (only for mopping and dusting) for 1 day	200		

Item	Booth Area (Sqm)	Price (Per Sqm/€)	Total (€)
Daily stand cleaning during exhibition period		15	

* This service includes wiping window glasses and dusting of exhibits.

WASTE DISPOSAL

Item	Fiyat, €	Miktar	Toplam, €
Use of stand equipment and bulk waste disposal (Per m3)	75		
Container for removal of bulk waste, packaging materials and debris (7.0 m3 - For 1 container)	350		

GRAND TOTAL:

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DATE	NAME - SURNAME	SEAL & SIGNATURE

FORM 7

STAFF REQUIREMENTS

Please fill and send to exhibitionfig2018@mcigrup.com.tr by May 1, 2018.

Exhibitor Company:

Contact Person:

Phone:

E-Mail:

Booth No:

Booth Sqm:

CLEANING

Item	Unit Price (€)	Quantity	Total (€)
Stand security (Price per hour / should be hired at least 4 hrs)	35		
Interpreter (English-Turkish) - Daily Price from 10:00 to18:00	400		
Interpreter (Other Languages) - Daily Price from 10:00 to18:00	500		
Host / Hostess	80		

Please indicate hiring day and hour period here:

GRAND TOTAL:

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FORM 8

CATERING

Please fill and send to exhibitionfig2018@mcigroup.com.tr by May 1, 2018.

Exhibitor Company:						
Contact Person:						
Phone:			E-Mail:			
Booth No:			Booth Sqm:			
Panini Sandwiches						
Item	Description	Unit Price (€)	Serving Date	Serving Time	Quantity	Total (€)
Min. 20 order (For each Item) (4cm x 4 cm)	Mini Panini sandwich with ham & cheese	70 €				
	Mini Panini Sandwich with cheese & pesto sauce	70 €				
	Mini Panini Sandwich with Mozzarella Cheese & vegetables	75 €				
	Mini Panini Sandwich with tuna fish & vegetables	75 €				
	Mini Panini Sandwich with chicken breast & vegetables	75 €				
Unit (17 cm x 6 cm)	Panini sandwich with ham & cheese	9 €				
	Panini Sandwich with cheese & pesto sauce	9 €				
	Panini Sandwich with Mozzarella Cheese & vegetables	9 €				
	Panini Sandwich with tuna fish & vegetables	10 €				
	Panini Sandwich with chicken breast & vegetables	10 €				
Tray of Open Faced Gourmet Sandwiches	30 pieces with cheese, veal ham, Turkish cheddar	65 €				
Tray of Open Faced Gourmet Sandwiches	60 pieces with cheese, veal ham, Turkish cheddar	80 €				
Turkish Cheese platter and crackers	4 kind of cheese (Turkish Ceddar, Goat Cheese, Turkish Feta Cheese, Kars Gravier & Salty crackers with dried fruits	45 €				
International Cheese platter and crackers	4 kind of cheese (Brie, Gorgonzola, Mozeralla, Swiss Cheddar & Salty crackers with dried fruits	45 €				
1 Platter of Turkish Pastry	10 pieces of Assorted Turkish Pastry ("Açma, Poğaçça, Simit")	25 €				
1 Platter of Cookies	20 pieces and 4 sorts	15 €				
1 Platter of Assorted Muffin	8 pieces (with Fruit and Chocolate) Each Piece 40gr.	25 €				
Dessert Per Plate	Cheese Cake or Brownie	10 €				
Baklava	1 kg. (30 Pieces)	45 €				
Turkish Delight " Lokum"	1 kg.	40 €				
Bowl of seasonal salad		12 €				
Mixed Nuts	1 package - 100 gr. (serve with bowl)	6 €				
Potato / Corn Chips	1 package - 200 gr. (serve with bowl)	5 €				
Mixed seasonal fruits	1 Platter of Whole fruits (3 kind and 6 Pieces total)	20 €				
Crudites						
Item	Description	Unit Price (€)	Serving Date	Serving Time	Quantity	Total (€)
Min. Order for 50 Pax	Crudites1	15 €				
	Vegetable Crudite (baby carrot, Cucumber, Cherry tomato on skewers)					
	Cips with Dip sauce, Salty Grissinies, Feta Cheese cubes with Green Olives					
Min. Order for 50 Pax	Crudites 2	16 €				
	Vegetable Crudite (Baby carrot, Cucumber, Cherry tomato on Skewers)					
	Feta Cheese cubes and Olives (green olive with papper , green & Kalamata olives with sauce)					
	Mixed Nuts (hazelnut, salty peanut , Kajun, sun-dried raisan)					

FORM 8 CATERING

Min. Order for 50 Pax	Crudites 3	20 €				
	Vegetable Crudite (baby carrot, Cucumber, Cherry tomato on Skewers)					
	Feta Cheese cubes and Olives (green olive with papper , green & Kalamata olives with sauce)					
	Mixed Nuts (hazelnut, salty peanut , Kajun, sun-dried raisan)					
	Seasonal Furuits on skewers					

Create Your Own Coctail Menus

Item	Description	Unit Price (€)	Serving Date	Serving Time	Quantity	Total (€)
Min. Order for 25 items (For each item)	COLD CANEPES (Items)					
		On bread with black olive paste	2 € / Per piece			
		On bread with Cheese	3 € / Per piece			
		Canape with beef ham and with greens olive	3 € / Per piece			
		On bread with black olive paste with Kars Gravier Cheese	3 € / Per piece			
		Cherry tomato with Cream cheese	3 € / Per piece			
		Mini Tartlets with eggplant puree	3 € / Per piece			
		Cheese cubes with parsley and dill	3,5 € / Per piece			
		Mini Tartlets with mashed broad beans	3,5 € / Per piece			
		Squash and eggplant rolled with parmesan cheese	3,5 € / Per piece			
		Roastbeef on croutons with mustard sauce	4 € / Per piece			
		Asparagus rolled with Smoked Salmon	4€ / Per piece			
		Veal medallions bruchetta	4 € / Per piece			
		Canape with red caviar	4,5 € / Per piece			
Min. Order for 25 items (For each item)	HOT CANEPES (Items)					
		Mushroom pané	3 € / Per piece			
		Deepfried cheese	3 € / Per piece			
		Deep fried vegetable puree "Mücver"	3 € / Per piece			
		Turkish Layered pastry with cheese " Su Borek"	3 € / Per piece			
		Mini spring roll with vegetables	3,5 € / Per piece			
		Meat balls with traditinal herbs "sumak"	3,5 € / Per piece			
		Chicken soute with soy sauce	3,5 € / Per piece			
		Breaded Fish with Traditionally Sauce	3,5 € / Per piece			
		Lamp skewers with papper " Mini Turkish Sish Kebap"	4,5 € / Per piece			

BEVERAGES

Item	Description	Unit Price (€)	Serving Date	Serving Time	Quantity	Total (€)
Water	0,33 lt. bottle	1 €				
Water	0,5 lt. bottle	1,25 €				
Water	1,5 lt. bottle	2 €				
Water Dispenser	During the exhibition	25 €				
Water Container	19 lt.	15 €				
Milk	1 lt.	6 €				
Spring Water - Local	0,33 lt. bottle	4 €				
Spring Water - Perrier	0,33 lt. bottle	4,5 €				
Soft Drinks	0,33 lt. can (coke, diet coke, fanta, sprite, tonic)	4,5 €				
Soft Drinks	1 lt. (coke, diet coke, fanta, sprite, tonic)	5,5 €				
Freshly squeezed orange juice	1 lt.	20 €				
1 pot Tea or Coffee	For 12 cups	34 €				
1 container Tea or Coffee	For 60 cups	160 €				

FORM 8 CATERING

Granile Tea/Coffee Machine with Tea & Coffee 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)	920 €				
Additional Tea / Coffee (Granile)	1 kg Package for total 500 cups	750 €				
Espresso Seed Machine & 1 kg Coffee Seed (It serves; Cappucino, Espresso, Latte, Coffee Creme and hot water)	Espresso Coffee Machine during the organization (include with 1 kg Coffee Seeds for 150 cups / 1 time)	400 €				
Additional Espresso Coffee Seeds	1 kg package (For 150 cups)	200 €				
Bottle of Turkish White Wine	1 btl of 70 cl.	40 €				
Bottle of Local Red Wine	1 btl. of 70 cl.	40 €				
Bottle of Local Beer - Efes Pilsen	1 btl of 0,33 lt.	10 €				
Bottle of Beer - Miller	1 btl. of 0,33 lt.	10 €				
Bottle of Sparkling Wine	Local Sparkling Wine	50 €				
Ice Bag	5 kg	10 €				
Limited Local Drink	Max. 1 hr / Min. Order for 50 Pax	15 €				
Unlimited Local Drink	Max. 1 hr - 2 hr / Min. Order for 50 Pax	30 €				
Turkish Coffee Stand	Min . 200 Pax / Daily	650 €				

STAFF

Item	Description	Unit Price (€)	Serving Date	Serving Time	Quantity	Total (€)
Waiter	Per 8 hours shift	150 €				
	Extra Hour	25 €				

*** Constant service requires waiter

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PAYMENT

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FORM 9

FLOWER REQUIREMENTS

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:				
Contact Person:				
Phone:		E-Mail:		
Booth No:		Booth Sqm:		
Description	Unit Price (€)	Quantity	Total (€)	
DAISY-BEGONIA				
H : 15-20 CM	30 €			
H: 30-40 CM	60 €			
				
RUBBER PLANT-SCHEFFLERA				
H : 40-60 CM	40 €			
H: 60-100 CM	80 €			
				
LEMON CYPRESS PLANT				
H : 80-150 CM	60 €			
H: 150-200 CM	120 €			
				
POMEGRANATE TREE				
H : 150-200 CM	300 €			
				
OLIVE TREE				
H : 150-250 CM	500€			
				

FORM 9 FLOWER REQUIREMENTS

ROLL GRASS				
SQM			25 €	
				
CASABLANCA-GILLYFLOWER				
LENGHT - 15-20CM			80 €	
LENGHT - 25-30CM			160 €	
				
GREEN-ROSE-LILIUM				
LENGHT - 15-20CM			80 €	
LENGHT - 25-30CM			120 €	
				
LILIUM-ORCHIDS-HYDRANGEAS				
LENGHT - 15-20CM			100 €	
LENGHT - 25-30CM			200 €	
				

GRAND TOTAL:

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FORM 9 FLOWER REQUIREMENTS

PAYMENT

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DATE	NAME - SURNAME	SEAL & SIGNATURE

FORM 10

BUILD-UP/BREAKDOWN DURING AFTER-HOURS

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

Exhibitor Company:			
Contact Person:			
Phone:		E-Mail:	
Booth No:		Booth Sqm:	

BUILD-UP/BREAKDOWN DURING AFTER-HOURS

Item	Unit Price (€)	Quantity	Total (€)
Extra working hour from 20:00 to 24:00 for July 5-8, 2017 (Price for 1 sqm/h, minimum 2 hrs.)	20		

GRAND TOTAL:

For time expansion, please indicate the hours from to

Any additional time will be charged at hourly rates.

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FORM 11

SECURITY DEPOSIT - MUST BE FILLED BY ALL EXHIBITORS WHO WORK WITH A DIFFERENT TECHNICAL OPERATOR

Please fill and send to fig2018@fuardizayn.com by May 1, 2018.

TO BE FILLED OUT BY BOOTH CONTRACTOR

Exhibitor Company:

Official Name of Contractor Company:

Authorized accountable signatory

Name & Surname:

Phone:

E-Mail:

Booth No:

Booth Sqm:

The security deposit is calculated by multiplying the gross square meter area of the stand by € 40.

The security deposit must be deposited to the account at the bottom of this form until May 1, 2018.

The deposit will be refunded within 5 business days after the end of the Exhibition (upon reaching agreement and after deduction of fines, if any).

Contractor's Account Details for Refunding of the Security Deposit

ACCOUNT HOLDER

BANK NAME

BANK ADDRESS

BRANCH NAME

BRANCH CODE

SWIFT CODE

IBAN NO EURO

Seizing the Security Deposit and Invoicing of Seized Amounts

If any of the rules specified in the manual, the attached forms and the relevant regulations is NOT COMPLIED with, deductions will be made from the security deposit and the amount of deduction will be invoiced.

We undertake to pay the fine to be determined by the organizer for each hour exceeding the schedule of build-up and breakdown.

We accept the imposing of a fine in the case that the approved stand design will be changed without notifying the Organizers. We acknowledge that a fine will be imposed and its amount will be determined based on the degree of breach, such as Closed walls, Exceeding the height limits, Unsafe structure, Obscuring the visibility of other exhibitors.

We acknowledge that, in the event that the Venue/Organizers will consider a stand as a potential hazard for visitors/exhibitors, a possible closure can be considered necessary, and that all the respective costs will be borne by us (head contractor) or, if undertaken by the Organizers, such costs will be debited to our account (head contractor).

We will indemnify the claims, damages, losses or expenses regarding injuries, damages to and loss of property, which may arise from any breach of our Contractors, contracted sub-contractors / suppliers and employed staff during the build-up/breakdown of the stand and during the exhibition days.

We acknowledge that we assume responsibility for the cleaning of the stand area and its surroundings and for the removal of the wastes from Istanbul Congress Center grounds and disposing them to proper locations within the deadlines and in a way not hindering the build-up/breakdown operations, and that otherwise, a fine will be imposed based on the degree of breach.

WARNING: The Organizers reserve the right to reject access to Halls until this document is received as signed and together with the bank receipt for security deposit.

GRAND TOTAL:

PAYMENT

() I want to make payment via bank transfer to the below account.

ACCOUNT NAME MCI FUARCILIK DIŞ TİC. LTD. ŞTİ.

BANK NAME YAPI KREDİ BANKASI

BRANCH NAME YILDIZ

BRANCH CODE 1304

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DATE

NAME - SURNAME

SEAL & SIGNATURE



6-11 May 2018
İSTANBUL CONGRESS CENTER

