



Dear Exhibitor,

We hope your preparations for Fastener Fair Turkey are going well. Please read the following on-site information carefully and pass any relevant details on to your stand builder.

**On Arrival:**

- **On Arrival** - Proceed to the registration area at the entrance to Halls 9 &10.
- **Exhibitor Badges** – These will NOT be posted prior to the exhibition. We will be providing you with an exhibitor e-badge. Your e-badge will be emailed to you immediately after registering for the event via the Exhibitor Zone on the show website: [E-Zone](#). The allocation of exhibitor badges is limited to personnel from the exhibiting companies and to a maximum of 20 individuals per company. You must print out your e-badge, fold it and bring it with you to gain access to Fastener Fair Turkey 2018. When you arrive at the event with your printed e-badge, our onsite staff will provide you with a plastic wallet to hold your badge.
- **Parking** – The exhibitor car park is located underneath Hall 10 and will be open during build-up, the exhibition and breakdown. Parking is free of charge, but spaces are limited, and therefore it is on a first come first served basis. Entry is by exhibitor badge only; car parking passes are not required. Visitor car parks are located near Hall 10 and are free of charge.
- **Access to the venue** - <http://www.fastenerfairturkey.com/visiting/venue-travel--accommodation>

**Offices and Information points:**

- **Organisers Office** – The Organisers Offices are located in the foyer between Halls 9 &10 and will be open during build-up, the exhibition and breakdown.  
Technical Organisers Tel: +90 212 465 66 91  
Show Management Tel: +90 212 465 66 92
- **Press Office** – For enquiries please contact the Organisers Press Department: [gamze.bastug@mackbrooks.co.uk](mailto:gamze.bastug@mackbrooks.co.uk)  
The Press Office on site will be located in the Organisers Office in the foyer between Halls 9 &10 and will be open on Wednesday, 28 February from 14.00hrs and during the opening hours of the Exhibition. Exhibitors are invited to bring their press packs to the press office on Wednesday, 28 February after 14.00hrs.  
Tel: +90 212 465 66 93
- **First Aid** – An Ambulance will be stationed outside the entrance to Halls 9 &10.  
Mümin Uysal – Mob: +90 530 404 34 10
- **Forwarding agent, DHL Freight Taşımacılık ve Lojistik Hizmetleri A.Ş.**  
Their service desk will be located at the back of hall 10.  
Ismail Con – Mob: +90 530 387 54 21
- **Official Stand Contractor, Sedef Fair & Congress Services**  
Their service desk will be located in the foyer between Halls 9 &10.  
Salih Sürer – Mob: +90 533 517 84 44
- **Mosque** – A Mosque is located in the corridor between the exhibitor car park and Hall 11.

## **IMPORTANT**

**SHELL SCHEME STANDS / NAME BOARD** - Exhibitors who have booked a shell scheme stand with the Organisers are requested to complete order form 7 in the Exhibitor Handbook to indicate the company name they would like displayed on their fascia board. Name boards will display the company name as indicated on the stand space contract, should the exhibitor fail to submit the order form. Any changes on site may be charged for by the stand builder.

**SPACE ONLY STANDS / STAND DESIGN PLANS** - If you have not already done so, please submit your stand design plans as soon as possible (see order form 9 in the Exhibitor Handbook).

**BUILD-UP AND BREAKDOWN TIMES** - Please read the timetable at the end of this document thoroughly.

**CLEANING** - Stand cleaning is not included in your floor space contract. Should you require stand cleaning, please complete order form 10 in the Exhibitor Handbook.

**VISA** - It is the sole responsibility of the exhibitor to take care of visa requirements. Exhibitors who require an entry visa must allow sufficient time for the visa application procedure. For more information, please refer to the "Consular information" section of the official website of the Turkish Ministry of Foreign Affairs [www.mfa.gov.tr](http://www.mfa.gov.tr).

**DEADLINE DATES** – To avoid disappointment and / or surcharges for late orders, please order your services within the deadline dates. See Deadline Dates sheet in the Exhibitor Handbook.

## **Other Information:**

### **ACCOMMODATION**

See <http://www.casalitour.com/fuar/4--uluslararasi-baglanti-ve-sabileme-elemanlari-teknolojileri--fuari.html>

### **CASH MACHINES**

There are no cash machines in the exhibition centre. A cash machine is located at the metro station "DTM-İstanbul Fuar Merkezi".

### **CATALOGUES**

A free copy of the show catalogue will be delivered to each stand on the evening of the last day of build-up.

### **CATERING / ALCOHOL**

During the exhibition, a restaurant will be located in the foyer between Halls 9 & 10.

During build-up and breakdown the cafeteria outside hall 9 will be open.

The venue has changed its regulations regarding alcohol as follows: Alcoholic beverages may not be brought into the halls, offered or sold at any time during build-up, the exhibition (incl. stand parties) and breakdown. Exhibitors may not use outside caterers or bring packed meals into the venue. Exhibitors requiring stand catering during build-up, the exhibition and breakdown may only order this service from the official caterer EXPOFOOD. Failure to adhere to these regulations will result in a 20,000 TL penalty imposed by the venue.

### **EXPOFOOD**

[catering@expofood.com.tr](mailto:catering@expofood.com.tr)

[e.dogrue@expofood.com.tr](mailto:e.dogrue@expofood.com.tr)

Tel: +90 212 465 0785

### **CLOAKROOM**

A cloakroom will be located in the foyer between Halls 9 & 10.

### **COURIER SHIPMENTS**

#### **Instructions from DHL Freight Taşımacılık ve Lojistik Hizmetleri A.Ş:**

Please do not send courier shipments without any pre-alert and confirmed documents from our side. Turkish customs authorities may hold the goods for customs clearance purposes and inspection. Therefore, all shipping documents have to be complete and accurate. In case of an error on documents DHL has no influence on customs clearance. Please refer to the "Shipping Instructions" in the Exhibitor Handbook for more detailed information.

Please note the following points:

- Goods have to arrive latest 4 working days prior to the delivery date to Istanbul with the pre-checked and correct Invoice form.
- Please fill out the attached sample Invoice form and send it for checking before you ship the freight.

### **Documentation**

Consignee in all shipping documents (Invoice/AWB/Certificates etc.) to Turkey should be:

*AKER GUMRUK MUSAVIRLIGI LTD STI  
SANAYI MAH TURAN CAD NO 25 KAT 4 4. LEVENT  
ISTANBUL*

DHL are not able to act and give any service for shipments which are not sent to the mentioned address.

For any further information on this, contact DHL directly. See contacts section in the Exhibitor Handbook.

### **DELIVERIES**

During the Exhibition, stand deliveries may be made:

Thursday, 1<sup>st</sup> March 08.00 – 09.45 and 17.00 – 17.45  
Friday, 2<sup>nd</sup> March 09.00 – 09.45 and 17.00 – 17.45  
Saturday, 3<sup>rd</sup> March 09.00 – 09.45

Deliveries to the stand will not be permitted at any other time.

The Organisers and IFM will not accept deliveries on behalf of exhibitors.

### **EXHIBITOR WELCOME COFFEE**

An exhibitor welcome coffee will be served in the foyer between Halls 9 & 10 on Friday, 2 March, from 09:00 - 09:45am.

### **INTERNET**

Free wireless connection is available.

### **LOST PROPERTY**

For lost or found property, please inform the staff of the cloakroom.

### **SECURITY**

The Organisers will provide general security within the hall. The individual security of stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight and you may want to hire a security guard especially for the night before the show opening and during the first night of breakdown. Please contact the Organisers if you require a security guard on your stand. All exhibitors are advised to remove all portable exhibits and valuable items after the exhibition closes on Saturday, 3<sup>rd</sup> March.

### **STORAGE**

Empty crates and boxes must not be stored on or behind exhibitors' stands or within the halls. Exhibitors requiring storage facilities should contact the official forwarding agent DHL Freight Taşımacılık ve Lojistik Hizmetleri A.Ş.

Ismail Con – Mob: +90 530 387 54 21

Email: [ismail.con@dhl.com](mailto:ismail.con@dhl.com)

### **TAXI**

A taxi rank is located next to the metro station DTM-Istanbul Fuar Merkezi.

### **WASTE DISPOSAL**

Exhibitors are reminded that they are responsible for the removal of all waste. Failure to do so could result in the exhibitor being charged if waste is found on the stand after his departure from the hall.

**General Information and Regulations can be found in the [Exhibitor Handbook](#)**

Kind regards,

The Fastener Fair Turkey Team



# YÜK TAŞIYAN TAŞIT GEÇİŞ İZİNİ / GOODS VEHICLE PASS

Sadece standların kurulması ve kaldırılması aşamasında geçerlidir /  
*Valid only for build-up and breakdown*

Bütün gerekli yerleri doldurunuz ve taşıtın ön camına yapıştırınız /  
*Please complete and affix to windscreen:*

KATILIMCI / EXHIBITOR

STAND / STAND

CEP TELEFON NUMARASI / MOBILE No.

**BU BİR PARK İZİN/GEÇİŞ BELGESİ DEĞİLDİR  
THIS IS NOT A PARKING PERMIT**





## DEADLINE DATES

ORDER FORM	FORM NUMBER	DEADLINE DATE
Accommodation (see address section)		AS SOON AS POSSIBLE
Machines & Heavy Exhibits	1	AS SOON AS POSSIBLE
Forwarding & Handling	2	AS SOON AS POSSIBLE
Stand Design Plans	9	16 January 2018
Electricity	3	14 February 2018
Compressed Air / Water & Waste	4	14 February 2018
Furniture and Additional Equipment	5	14 February 2018
Carpet	6	14 February 2018
Shell Scheme Name Board	7	14 February 2018
Digital Printing	8	14 February 2018
Stand Cleaning	10	14 February 2018
Stand Catering (see address section)		14 February 2018

# TIMETABLE

## Halls 9 & 10, IFM, Istanbul, Turkey

Build-up			
Monday	26 February	Halls open at <b>15.00</b>  Halls are open through the night	Stand Construction ( <u>only</u> contractors and exhibitors building their stands).
Tuesday	27 February	Halls are open through the night	Stand Construction continues
Wednesday	28 February	From 16.00  Halls are open through the night	Stand Construction continues  Access for exhibitors with shell scheme stands  Final dressing of stands <u>within</u> the stand area. All goods must be delivered and all gangways must be cleared by 16.00 to allow gangway cleaning, collection of empty crates and laying of gangway carpet.  All stand building must be finished by 08.00 on Thursday.
Exhibition			
Thursday	1 March	10.00 – 17.00 (Exhibition open hours)	Exhibition halls are open until 18.00
Friday	2 March	10.00 – 17.00 (Exhibition open hours)	Exhibition halls are open from 09.00 – 18.00
Saturday	3 March	10.00 – 16.00 (Exhibition open hours)	Exhibition halls are open from 09.00
Breakdown			
Saturday	3 March	From 16.00  Halls are open through the night	Breakdown  As all shell scheme stands will be dismantled on Saturday evening, all Shell Scheme Exhibitors must remove all their exhibits and belongings.
Sunday	4 March	Until 15.00	Breakdown  Exhibition halls must be <u>completely cleared</u> and returned to their original condition by 15.00.

**Exhibitors are contractually bound to adhere to the build-up, exhibition and breakdown times.**