

GESS 2018

SPACE BOOKING FORM

25.10/27.10 **WOW ISTANBUL CONVENTION CENTER**
TURKEY

WWW.GESS-TURKEY.COM

DESTEĞİYLE:

DESTEĞİYLE:

1 SPACE ONLY

	MTRS	MTRS	SQM	PER SQMT	TOTAL €
SPACE ONLY					
Minimum space 18 SQM		x		€ 295 +VAT	
EARLY BIRD RATE (Only available until 15th April 2018)		x		€ 245 +VAT	

2 SHELLSCHEME (ADDED ON TO SPACE ONLY RATE)

	MTRS	MTRS	SQM	PER SQMT	TOTAL €
SHELL SCHEME PACKAGES (see page 5)					
STANDARD MODULAR STAND TYPE- 1		x		€ 20 +VAT	
STANDARD MODULAR STAND TYPE- 2				€ 30 +VAT	
STANDARD MODULAR STAND TYPE- 3				€ 45 +VAT	

SPONSORSHIP

- | | | |
|--|--|--|
| <input type="checkbox"/> Half Page Advert - €500 | <input type="checkbox"/> Show Lanyards - €10,000 | <input type="checkbox"/> Enhanced showguide and online entry - €150 |
| <input type="checkbox"/> Full Page Advert - €1,000 | <input type="checkbox"/> Visitor Badges - €12,000 | <input type="checkbox"/> Button advert of GESS Turkey website (Shared slot) - €850 |
| <input type="checkbox"/> Show Bags - €12,000 | <input type="checkbox"/> Inserts in show bags - €800 | |
-

STAND NO# <input type="text"/>	HALL NO# <input type="text"/>	TOTAL COST € <input type="text" value="+VAT (18%)"/>
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NAME OF COMPANY <input type="text"/>	
CONTACT PERSON <input type="text"/>	JOB TITLE <input type="text"/>
(THIS PERSON WILL BE SENT ALL INFORMATION – EXHIBITOR MANUAL ETC.)	
COMPANY ADDRESS <input type="text"/>	
<input type="text"/>	
<input type="text"/>	
TELEPHONE <input type="text"/>	FAX <input type="text"/>
EMAIL <input type="text"/>	WEB <input type="text"/>

INVOICE ADDRESS (IF DIFFERENT) <input type="text"/>		
REGISTERED VAT OFFICE <input type="text"/>		
VAT NUMBER OF COMPANY <input type="text"/>		
AUTHORIZED CONTACT <input type="text"/>	JOB TITLE <input type="text"/>	
COMPANY ADDRESS <input type="text"/>		
<input type="text"/>		
TELEPHONE <input type="text"/>	FAX <input type="text"/>	EMAIL <input type="text"/>

TENANT INFORMATION

 COMPANY NAME AS IT WILL APPEAR IN EXHIBITOR LISTING
DESCRIPTION OF EXHIBITS

 IE: ICT, LABORATORY EQUIPMENT, CLASSROOM SUPPLIES ETC.
ADDITIONAL NAMES

 GIVE NAMES OF ALL COMPANIES, SUBSIDIARIES OR OTHER ORGANISATIONS THAT WILL BE REPRESENTED AT GESS TURKEY 2018 AS PART OF YOUR EXHIBIT

25.10/27.10 WOW ISTANBUL CONVENTION CENTER TURKEY

THIS CONTRACT IS BINDING BY THE TENANT UPON RECEIPT OF THIS FORM, DULY SIGNED BY AN AUTHORISED REPRESENTATIVE. AN INVOICE FOR THE FULL VALUE OF THE CONTRACT WILL BE ISSUED UPON SIGNAGE. ANY CHANGE IN VAT WILL BE REFLECTED TO THE AMOUNT OF THE INVOICE

PAYMENT TERMS: 25% ON SIGNAGE | 50% 24TH MARCH 2018 | 25% 4TH JUNE 2018

THE TENANT DECLARES AND ACCEPTS THE PARTICIPATION CONDITIONS FOR THE GESS TURKEY 2018 FAIR, ORGANISED BY IFO ISTANBUL FUAR HIZMETLERI A.S: 1) STATED IN THE PARTICIPANT MANUAL, SENT WITH THIS CONTRACT AND EXHIBITOR SERVICE USER NAME AND PASSWORD 2) FULLY EXAMINED THE PROVISIONS REGARDING THE BOOTH SPACE LEASE AGREEMENT WITHIN THE BOOKING FORM 3) UNDERSTOOD THE INFORMATION ABOUT EXISTENCE OF THE GENERAL TRANSACTION CONDITIONS IN THE CONTRACT IN FAVOUR OF IFO. 4) EXAMINED AND UNDERSTOOD IT'S CONTENT AND AGREED ITS APPLICATION.

THIS FORM MUST BE SIGNED BY AN AUTHORISED OFFICER OF THE TENANT COMPANY.

Tenant company/ Tenant	IFO / Exhibition Organiser
Company stamp & Authorized signature	Company stamp & Authorized signature
Name:	Name:
Date:	Date:

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

FULL TERMS & CONDITIONS ARE PRINTED OVERLEAF

PLEASE ARRANGE PAYMENTS BY BANK TRANSFER AS FOLLOWS: –

Beneficiary: IFO Istanbul Fuar Hizmetleri A.Ş.

BANK NAME	SWIFT CODE	BRANCH	BRANCH CODE	ACCOUNTNUMBER	IBAN NUMBER
T.GARANTI BANKASI A.Ş.	TGBATRIS	GAYRETIEPE	236	9070327 (EURO)	TR04 0006 2000 2360 0009 0703 27

Beneficiary: IFO Istanbul Fuar Hizmetleri A.Ş.

BANK NAME	SWIFT CODE	BRANCH	BRANCH CODE	ACCOUNTNUMBER	IBAN NUMBER
AKBANK T.A.Ş.	AKBKTRIS	ZINCIRLIKUYU	436	BUB 28389 (EURO)	TR09 0004 6004 3603 6000 0283 89



Kore Şehitleri Cad. No: 34 Kat: 4 Zincirlikuyu, Şişli 34394 İstanbul / Turkey

C/O F&E (2008) LTD / TARSUS GROUP LIMITED, METRO BUILDING, 1 BUTTERWICK, HAMMERSMITH, LONDON, W6 8DL, UK
TEL.: +44 (0) 20 8846 2700 **FAX:** +44 (0) 20 8846 2801 **EMAIL:** ENQUIRIES@GESSEEDUCATION.COM **WEB:** WWW.GESSEEDUCATION.COM

FOR OFFICE USE ONLY

STAND OTHER

TOTAL COST € ACCEPTED



CESS TURKEY 2018 STAND SPACE LEASE AGREEMENT

1. SUBJECT MATTER OF THE CONTRACT, PLACE AND TERM

NAME OF THE FAIR : GESS TURKEY 2018 Global Educational Supplies
& Solutions : Wow Istanbul Convention Center
FAIR GROUND : 25 • 27 October 2018
DATE OF OPENING-CLOSING : 25 • 27 October 2018 10.00-18.00 (27 October 2017 10.00-17.00)
VISITING HOURS :
WEB ADDRESS : www.gess-turkey.com

Subject matter of the contract is to determine the rules and procedures for the fair organization stated above. The contract comes space force on the signing date and expires at the end of the period hereby granted to the TENANT to empty his space. The fair shall be organized on the ground stated above. IFO is entitled to change the fairground and dates of fair in case of occurrence of any reasons complicating realization of the fair on the fairground, fully or partially or occurrence of events such as acts of God, wars, rebellions, strikes, decisions of government, municipality, TOBB or other governmental authorities, restrictions, natural disasters, flood, deluge, non-usability of the fairground permanently or temporarily, termination of the fairground lease agreement, failure to exercise the tenancy rights etc. In this case, IFO shall arrange the fair on the same or another ground on another date to be determined by it and the TENANT may not claim refund of the fee or damages. If the events written above occur after start of the fair, IFO shall have no responsibility. IFO is entitled and authorized to change the layout plans, visit hours.

2. GENERAL RULES

- 2.1. The TENANT is obliged to comply with the rules and regulations defined by IFO and generally accepted ethical values.
- 2.2. The TENANT has received the EXHIBITOR MANUAL upon execution of the contract and the TENANT agrees and undertakes to comply with this manual. The TENANT is obliged to ensure his personnel or booth responsible personnel comply with the rules and provisions in the contract and EXHIBITOR MANUAL.
- 2.3. The user name and password to be allocated to the TENANT shall be communicated by e-mail. The TENANT is obliged to secure the user name and password. The TENANT shall have access to the EXHIBITOR CENTER at the fair's web address by using this data and shall submit all forms to IFO by this way. The TENANT is obliged to submit the request and notice forms to IFO by this way 45 days before start of the fair. The TENANT shall immediately notify IFO in writing if the password is not received by him or if the user name and password are obtained by others. Records regarding the actions taken by the TENANT shall be kept in the records of IFO or of the firm providing the HOSTING SERVICE. The records shall be deleted on the day following the closing date of the fair. The TENANT is obliged to inform IFO about any records requested by him to be kept by this date. The TENANT agrees that the records of IFO or firms providing the hosting service constitute final evidence. If the TENANT breaches his obligations included in this article, IFO shall have no responsibility.
- 2.4. The responsibility for incomplete or false information in the contract or forms belongs to the TENANT; otherwise IFO is authorized to terminate the contract without granting any period. The TENANT agrees and undertakes that he has the Intellectual and Industrial Rights in respect of the product to be displayed in the contract or on the fairground; otherwise he is obliged to indemnify all losses to be incurred by IFO.
- 2.5. The TENANT is obliged to make available sufficient number of personnel present near the booth and keep the booth open during the fair.
- 2.6. Food, beverage, catering and invitation services, cafe, bar, restaurant operation business shall be performed on the fairground by the firm contracted with the fairground operator. Another firm is not authorized to provide service. The TENANT may not bring food and beverages to the fairground.
- 2.7. The TENANT may not use any space other than the booth space, may not hang any flag, banner, brochure and similar equipment, may in no way block fire cabinets, taps, ventilation inlets, stairs, lifts, entrances, aisles and emergency doors, may not make any application to give damage to infrastructure and may not display or use any inflammable, explosive or dangerous materials without written permission of IFO.
- 2.8. The TENANT is obliged to comply with the obligations arising from the contract between IFO and fairground operator. Otherwise, he shall indemnify all losses of IFO. The TENANT who permits his employees and visitors to consume tobacco products in the fair space allocated to him is responsible for all applicable sanctions. The TENANT is obliged to comply with the new regulations regarding alcoholic beverage sales and presentation defined by the Regulation Regarding the Procedures and Rules for Sales and Presentation of Tobacco Products and Alcoholic Beverages. Selling and serving alcoholic beverages in the exhibition area is forbidden except for the contracted organization of the exhibition area operator, if any. All photo and film shootings on the fairground are performed by the firm contracted with the fairground operator. The TENANT take photo of his own booths under the supervision of IFO subject to notice including names of the third persons to shoot and also subject to written permission of IFO at least two hours beforehand.

3. BOOTH SETUP, ORDER AND EXIT

- 3.1. Standard Booth Rental Application: The standard booth fee is agreed in the contract and the space agreed in the fair contract and indicated on the fairground sketch is delivered to the TENANT as arranged by the modular system according to the layout form, with the floor covered with a carpet, a standard lighting installed, mono-phase electric connection provided with a three-pin plug (220V/50 Hz, max. 2 KW) and the frontal note written as defined in the "Fascia Name and Cabinet Plan Form" if the agreed fee is paid on the due date.
- 3.2. Special Decoration Stand: If the standard booth fee is not agreed in the contract, the space shown on the layout plan is delivered to the TENANT with its borders marked. The TENANT may make special decoration in this space, personally or through a decoration firm to be engaged by him, in line with his needs and preferences at his own expense.
- 3.3. The TENANT is obliged to obtain approval of IFO for his project for the special booth by using the TENANT Type Declaration Form (Form A) and in the period stated in this form. IFO examines the projects and notifies the result no later than 1 week as of the declaration. It is the responsibility of the TENANT to submit the project and drawings to IFO. Any booths/project of which is not approved shall not be permitted to be installed. All booths must be consistent with the rules and provisions set out in the EXHIBITOR MANUAL.
- 3.4. The 2nd floor applications for the special booths are priced by multiplying the total area of the 2nd floor by 50% of the square meter unit price.
- 3.5. In the event of height difference between two neighboring booths, the TENANT having the higher booth is obliged to cover its surface facing the neighboring booth by using a white separation material consistent with the excellence conditions without giving damage to visibility of the other TENANT and not to violate rights of the 3rd persons. 3.6. The booth space shall be delivered to the TENANT 48 hours before opening of the fair to visitors in case of Special Stand Application and the booth shall be delivered to the TENANT 18 hours beforehand in case of the standard booth application. No delivery report shall be issued and IFO shall have fulfilled its obligation by reserving the booth space in case of dispute, any photos or videos taken by IFO or its contracted firm constitute final evidence.
- 3.7. The TENANT is solely responsible for static, technical, mechanical, electrical interior installation of the booth construction. However, IFO may also request projects for static, technical, mechanical, electrical interior installation from the TENANT. IFO is entitled to interfere all applications beyond the provisions of this contract and damaging the infrastructure on the fairground at each stage. If the TENANT fails to comply with the contract, the TENANT is responsible for all losses and damages to result from the interference by IFO. The TENANT agrees to take precautions to the problems that may occur due to the changes in the electricity flow (increase-decrease) and that IFO doesn't have any responsibility.
- 3.8. In the Special Stand application, the TENANT is responsible for behaviors and attitudes of decoration firms providing this service and their employees, notifying all rules and regulations to the firms or persons serving to the TENANT and their employees and losses caused by the firms or persons serving to the TENANT. The TENANT hereby agrees to indemnify any costs to be incurred by IFO for these reasons.
- 3.9. The TENANT shall make the stand ready for exhibition 12 hours before opening of the fair to visit. Otherwise, he is obliged to pay a penalty equal to the contract price. IFO reserves its right to claim for its damages exceeding the amount of penalty. No operations of installation, restoration or transport shall be permitted by the closing hour of the fair after this period.
- 3.10. The machines may make demo from time to time. Booth responsible personnel must take all measures for safety of people and environment. The exhibitors are responsible for any damages caused by demonstrations 3.11. Demos must not result in disturbance to the neighboring booths. Loud sound broadcasting shall not be permitted. The upper limit of sound loudness is 60 dBA.
- 3.12. Use of inflammable, combustible or toxic substances in demonstrations or demos likely to give rise to dangerous waste gas and products are not permitted.
- 3.13. The TENANT shall start disassembly and evacuation of the booth at the closing hour of the fair and shall have evacuated the fairground by 12:00 on the next day. Any booths and/or products and materials, remained fully or partially after 12:00, shall be removed from the fairground by IFO and cost of this service shall be invoiced to the TENANT with the current rate. The TENANT agrees that IFO has no responsibility for any material removed from the fairground.

- 3.14. The official logistics firm is responsible for loading, unloading and transport operations on the fairground. It is strictly forbidden to bring any forklift, crane or other construction equipment to the fairground without permission of IFO for giving service on the fairground without any problem. The specified transport company is solely responsible for the transport functions on the fairground; this service is a paid service and includes transport of products and equipment to be carried from the product entry doors to the booth of the participant firm. Service shall be provided with a standard forklift in fair setup operations. The TENANT must apply to IFO in writing for special requirements [high tonnage forklift and crane] no later than one week before start of the fair.
- 3.15. The TENANT is obliged to inform all personnel, subcontractors related to the fair, service providers and customers about the fairground and its rules. The TENANT is also obliged to inform IFO about any personnel and subcontractors to work at his booths during the fair or assembly period. The TENANT is jointly and severally responsible for any damage and loss to both the fairground and employees and other 3rd parties, together with those that perform decoration and similar works during the execution of decoration works.

4. SECURITY SERVICES

- 4.1. The TENANT is personally responsible for any damages to be given by him to IFO and 3rd persons 4.2. The TENANT is recommended to keep, in particular, booth materials, equipment and products to be exhibited in safe due to the concentration in the fair installation and disassembly operations and appoint any of his personnel as responsible for his booth if required.
- 4.3. General security services are provided by IFO or firms contracted with IFO during the fair visiting hours. This service is limited to the general security service and does not cover materials, equipment and products in the stand. IFO does not provide any assurance for materials and products of the TENANT including car park and employees and their personal belongings. It does not assume any responsibility for possible losses and damages. Therefore, the TENANT is recommended to insure himself, his employees, displayed materials and products against all risks.
- 4.4. All visitors and renters must leave the stands after the fair closing hour. Any firms which desire to work at their stand after the fair visiting hours must inform IFO together with names of personnel to work and obtain its approval. All works to be performed after the fair closing hour may be performed by supervision of the Private Security Personnel to be provided by IFO in consideration of an additional fee. The TENANT is obliged to notify IFO of Tenant valuable articles on his booth and provide additional security measures for such articles against payment. Otherwise, TENANT here by agrees that IFO shall have no responsibility.

5. WASTE REMOVAL AND EMPTY PACKING MATERIALS

- 5.1. Domestic wastes of renters are periodically collected by the cleaning teams during the installation and fair. However, wastes to result from stand installation and disassembly materials must be removed by the TENANT or booth installation firm serving to him from the fairground. If these wastes are required to be discharged by IFO, this service shall be priced separately. IFO shall remove any wastes which are not taken out of the fairground by the TENANT up to the end of the fair installation and disassembly periods whether or not requested and this service shall be charged with an increase by 50%.
- 5.2. Empty packing materials must not be left on the stands and in the aisles. The TENANT must collect empty packing materials personally and must store them personally if required to be

6. PROMOTIONAL ACTIVITIES OF THE TENANTS

- 6.1. The TENANT agrees and undertakes not to display and retail any product other than the subject matter of the fair in the space allocated to him. Otherwise, he is responsible for material and legal losses against IFO 6.2. The TENANT is obliged to make his promotions in his stands space. It is not permitted for distribution of advertising and promotional materials out of the booth space. All activities to be performed other than product exhibition area are subject to written permission of IFO and are performed against fee, only if they are declared before the fair opening and the other rules are respected.
- 6.3. Any advertising in violation of the legislation is forbidden on the fairground.
- 6.4. The TENANT may exhibit products of his firm and/or, subject to prior notice, of the firm represented by him only if they are related to the subject matter of the fair.
- 6.5. Audio films may be run provided that the other booths are not disturbed and that the sound limit of 60 dBA is not exceeded. All living or device airplays may be made during the fair only between 17:00 - 18:00 and by approval of IFO. The key condition is not to disturb the other booths in any events between these hours. Prior permission of IFO must be obtained for all these events. Otherwise, energy of the relevant booth shall be cut. The TENANT is solely responsible for all losses likely to arise from energy cut.

7. OCCUPATIONAL SAFETY AND INSURANCE

- 7.1. The TENANT agrees that IFO is not responsible for any loss or damage to any products and similar commodity during

booth installation, transport, exhibition, booth disassembly or any stage of the contract. The TENANT is obliged to provide a healthy and safe environment for occupational health and safety at his booth and take all measures required by the legislation. He hereby agrees to indemnify IFO against any amounts payable by it for this reason.

- 7.2. The parties agree that IFO has no responsibility, so the TENANT is recommended to take out insurance against possible damages and accidents to be suffered by his stand, other stands, stand equipment and materials, other exhibitors, visitors or servants.
- 7.3. The TENANT has also received the Occupational Health and Safety [OHS] Manual upon execution of this contract and agrees and undertakes to comply with the OHS Manual.

8. FINANCIAL AND ADMINISTRATIVE RULES

- 8.1. The TENANT may not transfer his rights and obligations in the contract to the 3rd persons. Remittance of the Participation fee in another name does not constitute consent to transfer of his rights and obligations in the contract 8.2. The addresses written in the contract are the notice addresses of the parties. The parties agree and declare that they shall inform the other party in writing about any change in their address within 10 days; if not informed, all notices to be sent to these addresses shall be binding.
- 8.3. He shall use the booth as written in the contract and may not use it or perform any work for any other purpose. Any contrary act is a reason for breach of the contract. The TENANT assumes penal and legal responsibility to the third persons during use of the fairground. The TENANT is obliged to fully indemnify any damages given by him to the fairground.
- 8.4. The TENANT may not permit exhibition of products, brochures and similar promotional instruments of the third persons or entities at his stand. Otherwise, he is obliged to pay the minimum stand rental price (price for 12 m²) to IFO. This article does not apply to any persons or entities executed dealership or agency contract with the TENANT and declared to IFO before the fair.
- 8.5. The TENANT who signed the Fair Renter contract is obliged to strictly comply with the Tenant conditions and warnings stated in the Exhibitor manual and fair calendar prepared.
- 8.6. The TENANT hereby agrees that camera images or photos taken by IFO constitute conclusive evidence to prove the issues related to this contract. The TENANT is obliged to immediately notify responsible IFO personnel of any deficiency alleged by him to occur during term of the contract and take camera or photo records. Otherwise, he may not claim any right.
- 8.7. If the payments agreed in this contract are not made on due date or any of the cheques delivered or to be delivered by the TENANT is a bad cheque as of the date of submission, the following payments shall be due and payable immediately and IFO shall be entitled to require the full contract price plus monthly default interest at 5%. The TENANT agrees that acceptance of cheque or instrument does not constitute renewal of receivable, that such negotiable papers shall be set off against the receivable provided that it is effective on the due date. If the contract price is paid by bank transfer, transfer expenses are on account of the TENANT. In addition, IFO is entitled and authorized to unilaterally terminate the contract and allocate the booth to another participant.
- 8.8. The TENANT is not entitled to terminate the contract unilaterally. If the TENANT terminates the contract 180 days before the fair opening date, he is obliged to pay 30% of the contract price and 60% of the contract price if he terminates the contract 90 days before that date. If the TENANT does not participate in the fair, he is obliged to pay the contract price in full and a penalty equal to the contract price.
- 8.9. The TENANT hereby agrees that this contract does not include any commitment regarding commercial income. The TENANT may not claim any direct or indirect damages under any name including loss of profit etc. for any reason whatsoever. All liabilities of IFO are limited to the space fee.
- 8.10. The TENANT agrees that any notices to be sent to his fax number or mail address written in the contract are binding on him 8.11. Stamp Tax to arise from the contract is borne by the TENANT.
- 8.12. ISTANBUL COURTS and EXECUTIVE OFFICES shall be authorized in case of any dispute likely to arise from the contract or concluded with the contract.
- 8.13. The contract has been executed between the TENANT and IFO and has been read and signed by the parties and has come into force.

Tenant Company/ Tenant Company stamp
& Authorized signature

IFO / Exhibition Organiser Company
stamp & Authorized signature

Standard Modular Stand Options

Standard modular stands will be delivered with side and rear panels, upper construction, lighting standard electrical connection (monophaze, 3-socket extension lead), carpet, fascia name board.

Standard Modular Stand Type-1



20.- € / SQM + VAT (%18)

Above mentioned price does not include furniture. Exhibitor is responsible of the interior decoration of Type 1 stand.

Standard Modular Stand Type-2



30.- € / SQM + VAT (%18)

Type-2 stand price includes;

- ✓ 1 table
- ✓ 4 chairs
- ✓ 1 information desk.

Standard Modular Stand Type-3



45.- € / SQM + VAT (%18)

Type-3 stand price includes;

- ✓ 1 table
- ✓ 3 chairs 1 bar stool
- ✓ 1 information desk,
- ✓ 1mx1m storage area