

EXHIBITION BOOTH APPLICATION FORM



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HILTON ISTANBUL BOSPHORUS CONVENTION &
EXHIBITION CENTER, ISTANBUL, TURKEY



Soroptimist  International

www.si-istanbul2015.org

APPLICATION FORM FOR EXHIBITION BOOTH

20th SI Convention 2015, ISTANBUL

HILTON ISTANBUL BOSPHORUS CONVENTION & EXHIBITION CENTER

PLEASE FILL IN CAPITAL LETTERS

Company Legal Title :
Preferred Name on Booth Heading :
Company Tax Office (If Available) :
Tax ID (If Available) :
Contact Person :
Name(s) of the Delegate(s) at the Booth
Participant 1 :
Participant 2 :
Address :
Town / City :
Postal Code :
Country :
Telephone :
Fax :
E-mail :
Website :

Exhibition Booth Package:

Booth No:

INFO BOOTH 6 m² (3 m x 2 m)

FEE: € 1.500 + VAT



- Booth hire
- The frame and white aluminum panels
- Company name
- 1 x information counter
- 1 x table
- 4 x chairs
- 2 x spotlights
- 1 x electric outlet with 3 plugs
- 1 x plastic waste bin
- One-off cleaning
- Exhibition area only pass for 2 persons



NOTE: Extra requirements will be charged individually. Please contact the PCO for extra information at info@si-istanbul2015.org

*Exhibition area will not be accessible to the public but registered congress delegates only.

PAYMENT OPTIONS

Visa Card Master Card Payment Via Transfer

Card Number:

Card Expiry Date:

CVC code (last three digit on the back of your card):

Cardholder's Name:

Cardholders Signature:

NOTE: The bank receipt regarding the payment will be presented as an attachment to this form.

TOTAL AMOUNT: €

DATE:

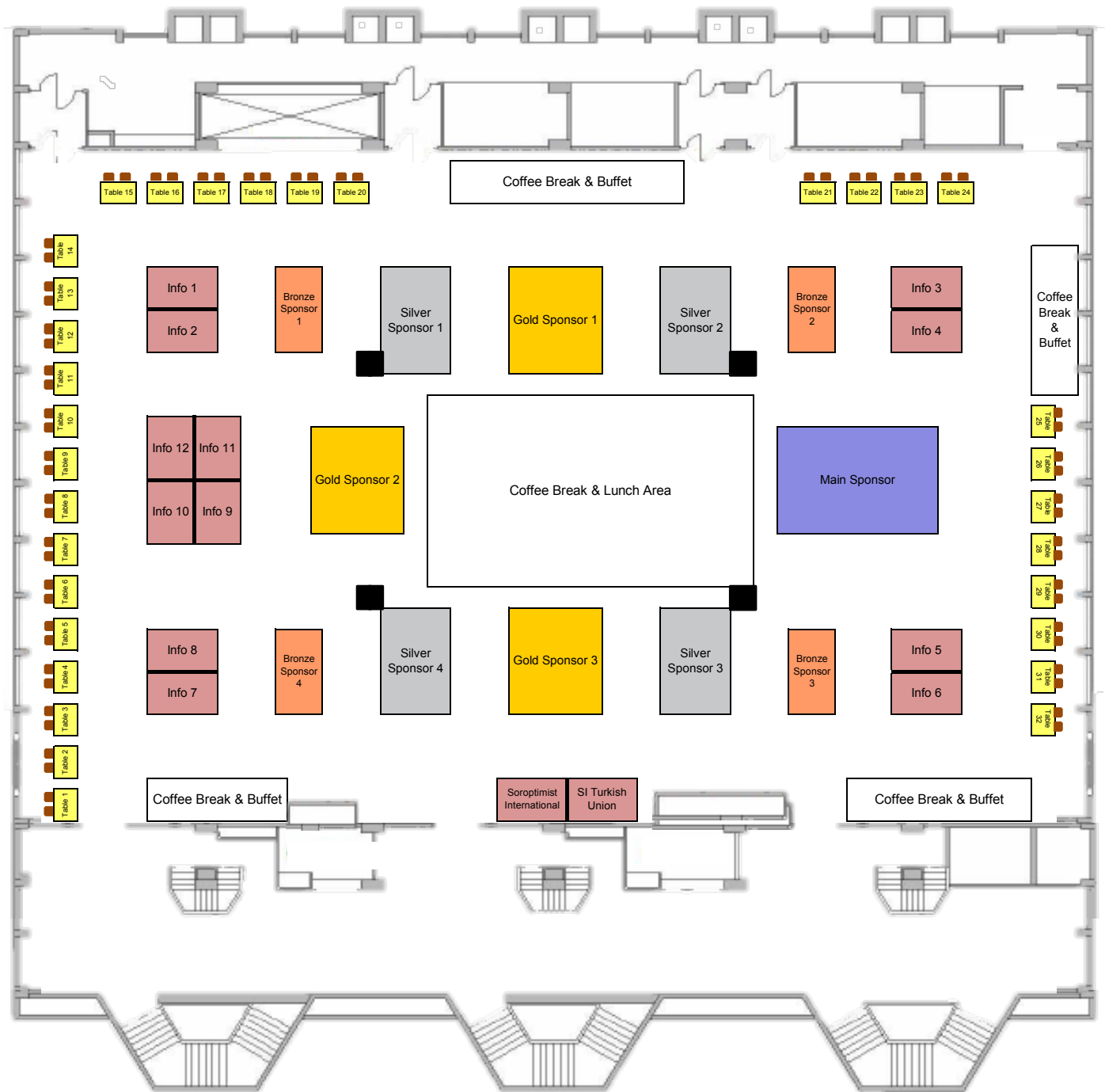
Please stamp and sign this section.

This application form is approved by;

This section will be filled by ZED Events Management & Consultancy.

EXHIBITION PLAN

HILTON ISTANBUL BOSPHORUS CONVENTION & EXHIBITION CENTER LOWER FLOOR



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SPONSORSHIP & EXHIBITOR TERMS AND CONDITIONS

Sponsors and exhibitors are advised to read the contents of these terms and conditions carefully before submitting a Booking Form. By submitting a signed form in writing or electronically, the sponsor or exhibitor enters into a binding agreement to participate in the event and to abide by the ZED Events Management & Consultancy's Terms and Conditions and any supplementary conditions or instructions provided.

1. Exhibitors and Products

Manufacturers, producers and sellers of the products and services specified in the product groups of the event or their authorised representatives as well as organisations and publishers in the field are eligible to participate as exhibitors. Only products approved by the ZED Events Management & Consultancy (hereinafter "the Organizer") may be exhibited. The Organizer shall have the right to remove other items as well as items or services that may cause a threat or inconvenience to other exhibitors or the public.

2. Reserving Exhibition Space

A binding reservation is made by submitting an application form in writing or electronically to the Organizer. Upon approval of the application, the Organizer shall send confirmation to the exhibitor in writing or electronically. The Organizer reserves the right to reject exhibitor applications. The exhibitor shall not have the right to sublet or transfer a stand or part of a stand to another party without the Organizer's written permission.

3. Location of Stands

The Organizer shall determine the final location of stands, taking into consideration the effective use of hall space, event-specific branch grouping and, where possible, exhibitors' wishes. The Organizer shall have the right to increase or decrease the amount of reserved space by a maximum of 10% without consulting the exhibitor.

4. Payment

Payment in full (including VAT) must be made within 30 days of receipt of the Organizer's VAT invoice. Where 30 days from the date of the Organizers VAT invoice would equate to a date within four weeks of the date of the Event payment for the full amount of the booking will be due on the date falling four weeks in advance of such Event. In the event of an application not being accepted by the Organizers, any payments received will be returned to the Exhibitor.

5. Cancellation or Reduction of Stand Space

If an Exhibitor cancels or reduces stand space after an application has been accepted by the Organizer, they must immediately inform the Organizer in writing or electronically and shall become liable for the following cancellation/reduction charges:

- 10% of the total value if the cancellation is made more than 6 months prior to the Event;
- 50% of the total value if the cancellation is made between 3 and 6 months prior to the Event;
- 100% of the total value if the cancellation is made up to 3 months prior to the Event.

6. Stand construction

The exhibitor shall be responsible for erecting, decorating, dismantling, removing and cleaning his own stand as well as waste management. Attaching anything to the ceiling, a pillar or the wall structures of the halls is strictly forbidden. The price of a package stand rented from the Organizer includes the erection and dismantling of the technical structures specified in the package. The exhibitor shall be responsible for all supplies and work related to the stand ordered by him/her and any costs incurred by the Organizer as a result of the stand, including subcontractors, etc. The Organizer shall have the right to collect advance payment for services ordered by the exhibitor. The Organizer shall have the right to limit the size of a stand. The following shall always be subject to prior approval by the Organizer:

- The placement of any exhibition item weighing more than 1,000 kg;
- Structures and decorations higher than 250 cm;
- The erection of two-storey stand constructions; 50% of the basic rent per square metre shall be collected for floor space on the upper level.

Exhibitors wishing to undertake any of the above measures must apply for approval from the Organizer in writing or electronically no later than 45 days prior to the event in question.

7. Exhibiting

The following measures by the exhibitor are subject to prior approval by the Organizer:

- Displaying the name of any other party besides the exhibitor, his principals and representatives at a stand. The registration fee or minimum participation fee shall be collected for such a display except in the event that the exhibitor and Organizer have agreed on a joint stand at the time of registration or the event-specific terms of participation specifically allow this practice;
- Distribution of any products or marketing materials other than the exhibitor's own;
- Distribution of any materials or undertaking any other activity outside the boundaries of the exhibitor's own stand.

Stands may not be emptied or dismantled before the start of the official dismantling period. The time for this shall be specified for each event by the Organizer. Any exhibitor found in breach of this condition shall be charged a contract penalty at the amount of two hundred and fifty (250,00-€) Euros.

8. Damage and Insurance

The Exhibitor shall be liable for any damages caused to the structures, equipment, exhibition items and other property in his stand through breakage, theft or other causes. The exhibitor shall be liable for any personal or material damages which may be caused by his/her stand's structures, equipment, exhibition items or the exhibitor's or his/her subcontractor's activities to third parties (such as visitors or other exhibitors), the Organizer, the exhibition halls or the fair grounds. The exhibitor shall be responsible for arranging appropriate liability insurance to cover any damage to people or property. The Organizer shall be liable for the actions of its own personnel and for any damage caused to exhibitors or third parties by the Organizer's equipment or facilities.

9. Risk Assessment

The Organizer reserve the right to require an Exhibitor to complete and submit an accurate risk assessment form, where necessary and/or where demanded by the Venue owners or other recognised authorities. Failure to comply with this provision is a repudiatory breach of the contract which may result in the cancellation of this Contract with out any entitlement to a refund of fees paid.

10. Electricity and Electrical Work

The Organizer shall be responsible for general lighting. The exhibitor shall order electricity as well as the necessary installation work for his stand from the Organizer. The exhibitor is responsible for electrical equipment brought by him/her to the stand. Electrical installations at the Hilton Istanbul Bosphorus Convention & Exhibition Center shall be performed by an electric contractor authorised by the Organizer. The Organizer shall not be responsible for any damage caused by a power outage.

11. Security, Fire and other Safety

The Organizer shall be responsible for fire security and general order at the Hilton Istanbul Bosphorus Convention & Exhibition Center, but not for any damage to or loss of the exhibitor's goods, structures, etc. With regard to fire safety and the structures and materials used at the stand, exhibitors must comply with current legislation and decrees as well as the Hilton Istanbul Bosphorus Convention & Exhibition Center security guidelines. Permission must be obtained from the fire department or law enforcement authorities in advance to display any equipment, structures or performances which are subject to permission. In demonstrating machines and other technical equipment, exhibitors must comply with the provisions of the Occupational Safety and Health Act and the Hilton Istanbul Bosphorus Convention & Exhibition Center security guidelines.

12. Passes

The exhibitor's staff and subcontractors must have personal passes provided by the Organizer during construction and dismantling work as well as during the fair itself. Passes must be visibly displayed.

13. Force Majeure

The Organizer shall not be liable for delays and damages caused by cancellation or postponement of the event due to force majeure. Force majeure conditions include all circumstances beyond the Organizer's control which the Organizer could not have reasonably anticipated at the time of signing the Agreement and whose consequences the Organizer could not have reasonably avoided or overcome. Force majeure conditions include, amongst others, interruptions in general power supply, fire or other event preventing normal use of the venue facilities, natural disasters, earthquake, terror, acts of war or riot. Strikes, lockouts, boycotts and other labour disputes are considered force majeure even when the Organizer itself is the target of or a participant of said actions. Force majeure conditions affecting a subcontractor hired by the Organizer shall also be grounds for absolution of the Organizer's liability.

14. General Conditions

The Organizer will be responsible at all times for the control of the exhibition area. The Exhibitor is responsible for their materials, equipment and other possessions as well as for the supervision of their promotional activities and their employees, contractors, suppliers and agents. The Organizer' decision must be accepted as final where the requirements for the correct conduct of the Exhibition make an immediate decision imperative. The Exhibitor must comply with any requirements imposed on the Organizer by the local authority or any other competent authority.

15. Variations

These Terms and Conditions may only be varied by the written agreement of both parties, with such variation needing to be signed by a duly authorised signatory of each party.

16. Waiver

Failure or neglect by the Organizer to enforce at any time any of the provisions hereof shall not be construed nor shall it be deemed to be a waiver of their rights hereunder nor in any way affect the validity of the whole or any part of the Contract nor prejudice the Organizer's rights to take subsequent action.

17. Confidentiality

The Exhibitor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the Organizer, any confidential information relating to the business or affairs of the Organizer.



Please stamp and sign this section.



This section will be filled by ZED Events Management & Consultancy.



Etkinlik Yönetimi ve Danışmanlığı
Event Management & Consultancy

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more than what you see...



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