

KOMATEK2024

**17TH INTERNATIONAL CONSTRUCTION
MACHINERY, TECHNOLOGY
AND EQUIPMENT
TRADE EXHIBITION**

**IFM - İSTANBUL EXHIBITION CENTER
İSTANBUL**

29 MAY - 01 JUNE 2024

EXHIBITOR'S MANUAL

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INFORMATION ABOUT THE EXHIBITION

PLACE AND DATES:

KOMATEK 2024, the 17th International Trade Exhibition for Construction Machinery, Technology, and Tools, will take place at IFM Exhibition Center in Istanbul from May 29 to June 1, 2024.

KOMATEK EXHIBITION PROGRAM

- Wednesday 29 May 2024 at 10:00 AM Opening Ceremony
- Wednesday 29 May 2024 at 10:00 AM- 07:00 PM (Registered visitors)
- Thursday 30 May 2024 at 10:00 AM- 07:00 PM (Registered visitors)
- Friday 31 May 2024 at 10:00 AM- 07:00 PM (Registered visitors)
- Saturday 1 June 2024 at 10:00 AM -04:30 PM (Registered visitors)
- Saturday 1 June 2024 at 06:00 PM Exhibition ends

ENTRANCE-EXIT TO THE EXHIBITION

Employees and representatives of companies operating in the construction sector will be admitted to the exhibition upon receiving invitations and completing registration at the entrance. Attendance is free of charge. Exhibitors, individuals, subcontractors, and anyone representing participating companies can enter and exit the exhibition grounds and work within the premises by obtaining an identification badge and registering.

BOOTH SETUP AND DISMANTLING SCHEDULE

Outdoor Area:

Entry of special materials and booth construction companies to the exhibition area May 26, 2024 (3:00 PM)

Bringing standard materials to the exhibition 27 May 2024 (at 08:00 AM)

Indoor Area:

Entry of special materials and booth construction companies to the exhibition area May 26, 2024 (3:00 PM)

Bringing standard materials to the exhibition 27 May 2024 (at 08:00 AM)

Start of the Exhibition 29 May 2024 (at 10:00 AM)

Exhibition ends 01 June 2024 (at 06:00 PM)

Removal of Indoor Area Materials from the Exhibition 02 June 2024 (at 12:00)

Removal of Outdoor area Materials from the Exhibition 02 June 2024 (at 12:00)

CUSTOMS CLEARANCE AND HANDLING SERVICES

The import procedures for materials to be imported into Turkey for display at KOMATEK 2024 exhibition will be carried out by the exhibitors themselves. In case the execution of this service is desired to be carried out by a company appointed by the Organizer, the company information is provided below. In order to obtain Temporary and Final Admission to be able to perform Exhibition Installation, the Exhibition Opening Permit will be obtained by the Organizer and sent to the relevant authorities as requested by the exhibitors in accordance with the procedure. Exhibitors who will bring such materials should submit written applications to the Organizer indicating the goods they will bring, at least 1 month before the goods arrive at Turkish Customs, along with the arrival customs information.

Ramps and necessary equipment will be provided at the exhibition grounds for unloading and internal transportation purposes, and exhibitors will be charged a fee for the usage according to the specified schedule. Exhibitors should communicate their special equipment requirements for unloading and internal transportation in writing to the authorized company GRUPTRANS, designated by both the Organizer and IFM, at least one week before the goods arrive at the exhibition grounds.

Unloading, loading, loading, and internal transportation services within the exhibition ground will be provided for a fee only by the authorized company, as specified below, in terms of ensuring the safety of exhibition traffic and as designated by the Organizer. The applicable prices are determined by IFM in the first half of 2024 and will be applied for a period to all exhibitions, not specific to the KOMATEK Exhibition.

Exhibitors can perform unloading, loading, and internal transportation with their own manpower. However, they are not allowed to use any tools, machinery, or vehicles other than pallet jacks, even if they are their own. Other than the authorized carrier, exhibitors cannot obtain these services from any other professional within the exhibition grounds or delegate these services to another company. The ONLY OFFICIAL HANDLING company at the exhibition grounds is GRUPTRANS A.Ş. All the necessary equipment for handling services (forklift, crane, basket crane, scissor lift, tow truck, etc.) will be provided by GRUPTRANS company. Bringing in any handling equipment from outside to the exhibition grounds is strictly prohibited.

GENERAL SERVICE IMPLEMENTATION PRINCIPLES

- Exhibitors are required to provide detailed item information in writing to GRUPTRANS and make reservations for exhibition setup at least 7 working days before the exhibition installation. If exhibitors who have made reservations have their loads at the exhibition grounds at the specified time, they will be processed without waiting in line.
- For special equipment, heavy-tonnage cranes, forklifts, additional labor, etc., reservations should be made at least 7 working days in advance.
- In case of any discrepancy between the tonnages declared in writing during the reservation by the exhibitors to GRUPTRANS and the actual weights during implementation, the exhibitors are liable for any resulting damages.
- Unreserved loads arriving at our exhibition grounds are queued and provided with services as soon as possible.
- The mentioned tariff is applied with a 20% surcharge for loads arriving without a reservation.
- If logistics companies handle customs clearance procedures themselves, they must deliver the materials to GRUPTRANS at the exhibition grounds; otherwise, handling operations will be invoiced to the Exhibitor.
- Prices are subject to VAT. Price information will be shared with exhibitors at the beginning of 2024, and you can also contact GRUPTRANS to obtain this information.
- Working hours are between 09:00 AM and 08:00 PM. Activities after 8:00 PM are subject to an additional charge.

The authorized transportation company of the exhibition:

GRUPTRANS ULUSLARARASI TAŞIMACILIK VE TİCARET A. Ş.

Ankara Office

Kırım Caddesi No : 36/1 Emek/Ankara Türkiye

Tel: +90-312215 43 44 Faks: +90-312-215 50 90

Email: info@gruptrans.com ankara@gruptrans.com

İstanbul Office

Yenibosna Merkez Mah.. Kuyumcular Sok. No:4 C1 Blok Daire:220 İstanbul Vizyon Park

Bahçelievler İstanbul/Türkiye

Tel: +90 212 426 27 28

Email: info@gruptrans.com

STRUCTURE OF BOOTHS, ACCESSORIES, AND RULES FOR BOOTH USAGE

GENERAL CONDITIONS

1. The IFM areas to be used for the setup of KOMATEK 2024 Exhibition have been divided into 5 main groups, taking into account booth sizes and product categories. Accordingly, Halls numbered 2-4-8 with a minimum size of 700 square meters are allocated primarily for companies exhibiting construction machinery. The booth depth in these halls is 28 meters. Hall number 6 will be used by companies showcasing stacking machines, with a maximum size of 400 square meters. In Hall number 7, the largest booth area is limited to 150 square meters, and there is no specific product category designated for this area. In Hall number 5, booths ranging from 50 to 400 square meters will showcase products related to construction machinery and technologies. In the Outdoor area, booth sizes will be a minimum of 200 square meters, showcasing products such as machinery that are too large for indoor exhibition.
2. As a result of the decision made by IFM Management, entry and exit times to the exhibition grounds are very short (these times apply to all exhibitions held in this area), making booth setup and dismantling processes extremely critical. We would like to share some general rules and recommendations regarding participation before delving into detailed implementation guidelines in order to prevent any delays in this regard.
 - A) Firms renting booths of 150 square meters and below are required to use the standard package booths provided by the authorized booth company of the exhibition, FuarDizayn. These companies will be exempt from penalties for situations that may require fines, such as delayed booth setup or dismantling. Similarly, other companies receiving booth services from FuarDizayn will not be subject to penalties for delays due to booth dismantling. All exhibitors are responsible for bringing their display materials to the area on time and removing them from the area on time.
 - B) Although it will be elaborated in detail later, it is strictly prohibited to carry out cutting, nailing, painting, or similar manufacturing activities during booth construction on-site. Therefore, during the planning and quotation stages, it is essential to select systems that can be quickly assembled and disassembled, modular, practical, and bolted together.
 - C) The setup process will commence on Sunday, May 26th, and exhibitors must bring and place their display materials in the area starting from Monday, May 27th. This rule does not apply to the booths in the outdoor area. Exhibitors who need to implement a different schedule must apply in writing to the Organizer with their reasons and obtain approval.
3. Strict adherence to all rules regarding Occupational Health and Safety at the IFM Area is an indispensable requirement. The Occupational Health and Safety Guide, which is an integral part of the agreement signed between IFM and the Organizer and is based on applicable Labor and Occupational Safety Laws, along with the safety-related clauses of the aforementioned Contract, are presented as an inseparable attachment to the Exhibitor Handbook. Exhibitors are aware of and responsible for the conditions stated here. Under the agreement between IFM and SADA, exhibitors, the personnel and

subcontractors they employ, and even any person present on behalf of the exhibitors within the area are considered the responsibility of the Organizer for their actions, the incidents they cause, accidents and adversities they experience, as well as the damages they inflict upon the area and third parties. Likewise, in accordance with the participation agreements signed with exhibitor companies, all these responsibilities have been transferred back to the exhibitor. It is strongly advised with this awareness that exhibitors reflect the mentioned responsibilities onto the relevant organizations and individuals in the contracts for personnel, machinery, and company operations. Exhibitors are also reminded to obtain an INSURANCE POLICY that covers employees, products, third parties, and the facility for any possible adversities from the moment of entering the exhibition grounds until leaving.

4. In the indoor areas of KOMATEK 2024 Exhibition, operating machinery and conducting demonstrations during the exhibition is subject to permission by the Organizer. In some special cases, on-site application of machines and products that do not produce exhaust fumes or noise may be allowed. Please apply to the Organizer with detailed explanations for these matters.) Broadcasting music, engaging in activities that may disturb other exhibitors and visitors, and other disruptive practices are prohibited. During private meetings, cocktails, and receptions, live music applications that do not exceed a certain sound level may be allowed. Operating machinery in the outdoor area will be possible within certain permissions. Regarding music, with permission from the Organizer, non-disruptive and time-limited applications can be carried out.
5. At KOMATEK 2024 Exhibition, companies that have a booth, do not use standard booths, and will create or have their own booth built are obligated to submit their booth designs to the Organizer and obtain written approval. Companies planning to build a two-story booth are also required to submit the structural project for the booth.
6. Exhibitors, the individuals and companies they employ must wear identification badges within the exhibition grounds throughout the setup, exhibition, and dismantling processes of KOMATEK 2024 Exhibition. Individuals without identification badges will be removed from the premises. During setup, dismantling, or throughout the exhibition, individuals responsible for various tasks such as booth installation, transportation, handling, and other duties (essentially anyone working within the booth) will be provided with identification badges by the IFM Occupational Health and Safety Authority. Exhibitors must provide information about these individuals, along with the required documents, to the Organizer by May 1, 2024. The exhibitor company's own employees (those who will not actively perform a task within the booth but will be present for supervision and control purposes) and the personnel present at the booth during the exhibition will be provided with Exhibitor Identification Badges by the Organizer. Company employees such as machine operators, assembly personnel, exhibitors who need to work at heights, and anyone who will physically work within the booth must obtain identification badges from the IFM Occupational Health and Safety team.

SPECIAL CONDITIONS

SPECIAL CONDITIONS FOR OUTDOOR AREA

1. For exhibitors who have rented space in the outdoor area, the booth areas will be delivered with marked boundaries starting from 15:00 on May 26, 2024 Exhibitors must dismantle their booths and leave the premises by 12:00 on June 2, 2024
2. Granting Work Permit on the area: Exhibitors are required to submit the list of names of their own personnel who will be working on the premises, as well as the personnel of the companies they employ, along with the necessary documents listed below, to the IFM Occupational Safety unit in accordance with legal regulations. (Assigned email address for document submission: fuar@akbulutakademi.com.tr) After the necessary checks are conducted, identification badges will be issued to eligible individuals. Individuals without identification badges will not be allowed into the Exhibition Area. Personnel Document List:
List of All Employees (R.T. ID Number, Name, Surname, Date of Birth, Gender, Position, Company)

Temporary Assignment Letter Prepared for Working Personnel
Social Security Institution Employment Entry Declaration
Health Fitness Certificate (Able to Work at Night and at Height Places, Approved by Occupational Health Physician)
Basic Occupational Health and Safety and Working at Heights Training Certificate
Personal Protective Equipment Delivery and Training Record
Vocational Competence Certificate (For Employees Subject to Vocational Competence)
Driver's License (For Individuals Operating Vehicles)
Operator's License (For Individuals Operating Machinery/Equipment)

Authorized personnel in charge of the booth and the exhibitor personnel responsible for supervision and control during the Exhibition will obtain their Exhibitor Badge from the Organizer, which they will also use throughout the Exhibition. Exhibitors are responsible for ensuring that the personnel working at their booths use the necessary tools, equipment, safety gear, protective materials, and clothing.

3. Exhibitors exhibiting in the outdoor area must submit their booth layout plans (showing the placement of machinery and products, as well as the implementation of office and social areas) to the Organizer by May 1, 2024, at the latest, to obtain approval. For changes made after this date, a 'Amendment Project' should be submitted to the Organizer by May 17, 2024, in order to obtain approval. Those who design or plan double or multi-story stands/offices within their projects or structures designed to carry loads will also submit the static projects of the structures to IFM and the Organizer for approval.
4. Exhibitors will conduct their installation activities within their own booth boundaries and will not use neighboring booths or corridors.
5. Exhibitors with back-to-back booths will set up their office and hospitality sections along the shared back wall, and will not use any walls, panels, booth materials, or tent-like materials that would reduce the visibility of other exhibitors from the corridors. The back sides of panels, booths, visuals, flags, or any materials facing the neighboring booth along the shared back wall will be plain white and clean. No promotional materials can be used on this surface.
6. Exhibitors with adjacent booths can use flagpoles, potted plants, or chain-type signage tools along the dividing line, with a maximum height of 1.5 meters and a minimum distance of 2 meters between them. Using any panel, tent, tarpaulin, or branding material that obstructs or disrupts the appearance of the neighboring booth is strictly prohibited.
7. Electricity for outdoor area use will be provided starting from 9:00 AM on May 27, 2024, Monday, for a fee. Exhibitors who need to use electricity in their booths before this time can meet their requirements using a generator. Since generators are provided for rent within the venue, the entry of any other rented generators to the area will not be allowed. Companies can use their own generators. Electricity will be delivered to each stand at a single point with the requested power, and exhibitors will need to connect it to their distribution panel. It is mandatory to protect the exposed power supplies taken from the walking corridors and within the stand; otherwise, the power supply will not be activated. All stand connections must include a panel, fuse, and a 30 mA residual current circuit breaker. Connections without panels, fuses, and residual current circuit breakers will not be provided with electricity, and existing power supplies without proper equipment will be disconnected.

Electrical materials and works within the booth, including the distribution panel, will be provided by the exhibitor. The individuals responsible for carrying out electrical works within the booth must possess the qualifications and documentation specified in Article 2. Panel connections will be carried out under the supervision of authorized personnel. The exhibitor acknowledges that they are aware of all inspections, checks, and interventions conducted by the IFM and the Safety and Health companies appointed by the Organizer. They also commit and accept that they will comply with the instructions provided by these entities.

8. Exhibitors exhibiting in the outdoor area will secure any materials to the ground by using flanged attachments fixed to the ground with 30mm drill bits. In addition to this, fixing through digging, drilling, gluing, etc. cannot be done on the ground. If there is a load of more than 5 tons per square meter in this area, and if this load remains at the same point temporarily, a load-distributing pad system (wood, concrete, steel plate, etc.) should be used. Especially for tower cranes, batching plants, and similar products that exert pressure on a fixed point, a pad system is necessary. The organizer and IFM will not be responsible for ground movements such as sinking or collapsing that may occur in outdoor areas. Exhibitors are responsible for placing and displaying their exhibited products in a stable manner that will not damage the ground.
9. Exhibitors are responsible for arranging and presenting their displayed products in a stable manner that will not cause damage to the ground. Exhibitors must obtain prior permission from the Organizer regarding this matter. Despite obtaining permission, any actions that might cause discomfort in the surroundings will be stopped by the Organizer.
10. Continuous music broadcast is prohibited in the exhibition area. During private meetings, cocktail events, and receptions, live music applications with a specific sound level that does not exceed the limit and is of limited duration may be allowed with prior approval from the Organizer.
11. In the outdoor area, booth trash will be placed in front of the booth corridor after the Exhibition closes in the evening, and it will be collected from there by the cleaning team. Booth interior cleaning tasks are the responsibility of the exhibitors.

SPECIAL CONDITIONS FOR HALLS NUMBERED 2-4-8

1. Exhibitors who have rented space in booths numbered 2-4-8 will have their booth areas marked and delivered starting from 3:00 PM on May 26, 2024. Exhibitors must dismantle their booths and leave the premises by 12:00 on June 2, 2024
2. **Granting Permission for Work in the Area:** Exhibitors are required to submit the list of names of their own personnel who will be working on the premises, as well as the personnel of the companies they employ, along with the necessary documents listed below, to the IFM Occupational Safety unit in accordance with legal regulations. (Assigned email address for document submission: fuar@akbulutakademi.com.tr) After the necessary checks are conducted, identification badges will be issued to eligible individuals. Individuals without identification badges will not be allowed into the Exhibition Area. Personnel Document List:
 List of All Employees (R.T. ID Number, Name, Surname, Date of Birth, Gender, Position, Company)
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 Personal Protective Equipment Delivery and Training Record
 Vocational Competence Certificate (For Employees Subject to Vocational Competence)
 Driver's License (For Individuals Operating Vehicles)
 Operator's License (For Individuals Operating Machinery/Equipment)
 Authorized personnel in charge of the booth and the exhibitor personnel responsible for supervision and control during the Exhibition will obtain their Exhibitor Badge from the Organizer, which they will also use throughout the Exhibition. Exhibitors are responsible for ensuring that the personnel working at their booths use the necessary tools, equipment, safety gear, protective materials, and clothing.
3. Emergency Exit Doors and Fire Extinguisher Cabinets are located in booths numbered 2-4-8. For companies participating in the exhibition in these booths, these points will be sent along with their measurements in a way that corresponds precisely to the positions within their booths. Exhibitors with Emergency Exit Doors within their booths will ensure that no booth or structure obstructs a 2-meter section along the sides corresponding to

these doors, and they will ensure that a clear area of at least 2 meters by 2 meters is left in front of the doors. Signs indicating emergency exit doors and directional signs must not be obstructed under any circumstances. Similarly, exhibitors with Fire Extinguisher Cabinets within their booths will keep a 1-meter area in front of these cabinets free from any booth or structure. Exhibitors will demonstrate compliance with these matters in the booth layout plan they provide to the Organizers for approval. As this rule pertains to Occupational and Health regulations, failure to comply could result in the dismantling of the booth. Therefore, exhibitors should ensure adherence by conveying this information to booth construction companies during the planning phase.

4. Exhibitors who will be exhibiting in booths numbered 2-4-8 must submit their booth layout plans (showing the placement of machinery and products, as well as the implementation design of offices and social areas) to the Organizer for approval no later than May 1, 2024. For changes made after this date, a 'Amendment Project' should be submitted to the Organizer by May 17, 2024, in order to obtain approval. Those who design or plan double or multi-story stands/offices within their projects or structures designed to carry loads will also submit the static projects of the structures to IFM and the Organizer for approval.
5. Exhibitors will conduct their installation activities within their own booth boundaries and will not use neighboring booths or corridors.
6. Exhibitors with adjacent booths can use flagpoles, potted plants, or chain-type signage tools along the dividing line, with a maximum height of 1.5 meters and a minimum distance of 2 meters between them. Using any panel, tent, tarpaulin, or branding material that obstructs or disrupts the appearance of the neighboring booth is strictly prohibited. Any type of back, promotional material, and similar items that are clearly visible from the adjacent booth and not visible from their own booths will have a clean, plain, white appearance.
7. Electricity for usage in plots 2, 4, and 8 will be provided for a fee starting from 4:00 PM on Sunday, May 26, 2024. Electricity will be delivered to each stand at a single point with the requested power, and exhibitors will need to connect it to their distribution panel. It is mandatory to protect the exposed power supplies taken from the walking corridors and within the stand; otherwise, the power supply will not be activated. All stand connections must include a panel, fuse, and a 30 mA residual current circuit breaker. Connections without panels, fuses, and residual current circuit breakers will not be provided with electricity, and existing power supplies without proper equipment will be disconnected. The exhibitor will provide the electrical materials and work for the booth's internal electrical components, including the electrical cable connecting the power supply point to the distribution panel, as well as the distribution panel itself. The individuals responsible for carrying out electrical works within the booth must possess the qualifications and documentation specified in Article 2. Panel connections will be carried out under the supervision of authorized personnel. The exhibitor acknowledges that they are aware of all inspections, checks, and interventions conducted by the IFM and the Safety and Health companies appointed by the Organizer. They also commit and accept that they will comply with the instructions provided by these entities.
8. In the indoor areas of KOMATEK 2024 Exhibition, operating machinery and conducting demonstrations during the exhibition is subject to permission by the Organizer. In some special cases, on-site application of machines and products that do not produce exhaust fumes or noise may be allowed. Please apply to the Organizer with detailed explanations for these matters.) Broadcasting music, engaging in activities that may disturb other exhibitors and visitors, and other disruptive practices are prohibited. During private meetings, cocktails, and receptions, live music applications that do not exceed a certain sound level may be allowed. Exhibitors will obtain written permission for such events and music genre-related activities.
9. The floors of plots 2, 4, and 8 are made of concrete. In this area, activities such as drilling, hammering, and embedding that could damage the floor are not allowed. All kinds of stands, totems, promotional materials, flagpoles, and similar items will be manufactured and used in a self-supporting manner. All types of stands, totems, promotional materials, flagpoles, and similar items will be produced and used in a self-supporting manner. For this purpose, during the unloading process of palletized

machines, the transporting vehicle should enter up to the booth, the palletized product should be lowered onto a pad (wooden, steel plate, etc.), and it should be guided the shortest possible distance and kept in place securely. Similarly, while loading, the transporting vehicle should be brought close to the palletized product, guided over the shortest distance, and loaded onto it. During this process, the booth owner will be responsible for any damages to the floor that may occur.

10. Exhibitors who will exhibit in Plots 2, 4, and 8 must be aware that cutting, nailing, painting, and similar construction activities are strictly prohibited on-site during the construction of their booths. It is mandatory for them to know and provide modular, practical, bolt-assembled systems that can be quickly assembled and disassembled during the planning and bidding stages. The maximum booth height for the stands to be set up in this area is 5.80 meters. In addition to presenting and obtaining approval for projects for all booths, for stands that exceed 4 meters in height and are two-story, it is necessary to submit a structural engineering project to the Organizer and obtain approval. Stand builders (involved in booth installation) will be granted access to the area starting from 3:00 PM on Sunday, May 26, 2024. They are expected to complete transportation and rough construction of their booths by 8:00 AM on the morning of May 27, 2024. After this time, working inside the booth will be allowed until 7:00 AM on Wednesday, May 29, 2024. Booth projects must be submitted to the Organizer by May 1, 2024, at the latest, and approval will be obtained.
11. Exhibitors located in indoor areas are not allowed to use the walls, columns, or ceiling structures of the exhibition booths in any way. They cannot hang, lean, stick, or attach any materials to these surfaces.
12. If there is a delay in dismantling the booths, resulting in a penalty imposed on the Organizer, the same penalty amount will be reclaimed from the exhibitor who caused the delay. Likewise, in case of delays resulting in force majeure measures imposed by IFM or the organizer of the next exhibition, exhibitors will be held responsible for any financial matters such as damage, loss of value, or reduction in the booth materials, display products, or any items within the booth.
13. All indoor booths will be inspected by IFM and the Organizer on the morning of May 29, 2024, the day the Exhibition opens, for compliance with electrical, structural, and health safety measures. Written approval will be obtained following these inspections. Monetary penalties will be imposed on booths that do not receive written approval.

Special Conditions for Hall 5-6

1. Exhibitors who have rented space in Booths 5 and 6 will receive their booth areas with marked boundaries on May 26, 2024, starting from 3:00 PM. Exhibitors must dismantle their booths and leave the premises by 12:00 on June 2, 2024
2. **Granting Permission for Work in the Area:** Exhibitors are required to submit the list of names of their own personnel who will be working on the premises, as well as the personnel of the companies they employ, along with the necessary documents listed below, to the IFM Occupational Safety unit in accordance with legal regulations. (Assigned email address for document submission: fuar@akbulutakademi.com.tr) After the necessary checks have been conducted, individuals deemed suitable will be provided with an identified badge. Individuals without identification badges will not be allowed into the Exhibition Area. Personnel Document List:
List of All Employees (R.T. ID No., First Name, Last Name, Date of Birth, Gender, Position, Company)
Temporary Assignment Letter Prepared for Working Personnel
Social Security Institution Employment Entry Declaration
Health Fitness Certificate (Able to Work at Night and at Height Places, Approved by Occupational Health Physician)
Basic Occupational Health and Safety and Working at Heights Training Certificate

Personal Protective Equipment Delivery and Training Record
Vocational Competence Certificate (For Employees Subject to Vocational Competence)
Driver's License (For Individuals Operating Vehicles)
Operator's License (For Individuals Operating Machinery/Equipment)

Authorized personnel in charge of the booth and the exhibitor personnel responsible for supervision and control during the Exhibition will obtain their Exhibitor Badge from the Organizer, which they will also use throughout the Exhibition. Exhibitors are responsible for ensuring that the personnel working at their booths use the necessary tools, equipment, safety gear, protective materials, and clothing.

3. Exhibitors exhibiting in Booths 5 and 6 must submit their booth layout plans (showing the arrangement of machines and products, and detailing the implementation of office and social areas) to the Organizer for approval by May 1, 2024, at the latest. For changes made after this date, a 'Amendment Project' should be submitted to the Organizer by May 17, 2024, in order to obtain approval. Those who design or plan double or multi-story stands/offices within their projects or structures designed to carry loads will also submit the static projects of the structures to IFM and the Organizer for approval. COMPANIES THAT HAVE RENTED BOOTHS INCLUDING "STANDARD BOOTH MATERIALS" ARE EXEMPT FROM THIS CLAUSE.
4. Exhibitors will conduct their installation activities within their own booth boundaries and will not use neighboring booths or corridors.
5. Exhibitors with back-to-back booths will set up their office and hospitality sections along the shared back wall, and will not use any walls, panels, booth materials, or tent-like materials that would reduce the visibility of other exhibitors from the corridors. The back sides of panels, booths, visuals, flags, or any materials facing the neighboring booth along the shared back wall will be plain white and clean. No promotional materials can be used on this surface.
6. Electricity for usage in Booths 5 and 6 will be provided for a fee starting from 4:00 PM on Sunday, May 26, 2024. Electricity will be delivered to each stand at a single point with the requested power, and exhibitors will need to connect it to their distribution panel. It is mandatory to protect the exposed power supplies taken from the walking corridors and within the stand; otherwise, the power supply will not be activated. All stand connections must include a panel, fuse, and a 30 mA residual current circuit breaker. Connections without panels, fuses, and residual current circuit breakers will not be provided with electricity, and existing power supplies without proper equipment will be disconnected. The exhibitor will provide the electrical materials and work for the booth's internal electrical components, including the electrical cable connecting the power supply point to the distribution panel, as well as the distribution panel itself. The individuals responsible for carrying out electrical works within the booth must possess the qualifications and documentation specified in Article 2. Panel connections will be carried out under the supervision of authorized personnel. The exhibitor acknowledges that they are aware of all inspections, checks, and interventions conducted by the IFM and the Safety and Health companies appointed by the Organizer. They also commit and accept that they will comply with the instructions provided by these entities.
7. In the indoor areas of KOMATEK 2024 Exhibition, operating machinery and conducting demonstrations during the exhibition is subject to permission by the Organizer. In some special cases, on-site application of machines and products that do not produce exhaust fumes or noise may be allowed. Please apply to the Organizer with detailed explanations for these matters.) Broadcasting music, engaging in activities that may disturb other exhibitors and visitors, and other disruptive practices are prohibited. During private meetings, cocktails, and receptions, live music applications that do not exceed a certain sound level may be allowed. Exhibitors will obtain written permission for such events and music genre-related activities.
8. The floors of Booths 5 and 6 are made of concrete. In this area, activities such as drilling, hammering, and embedding that could damage the floor are not allowed. All kinds of stands, totems, promotional materials, flagpoles, and similar items will be manufactured and used in a self-supporting manner. All types of stands, totems, promotional materials, flagpoles, and similar items will be produced and used in a self-supporting manner. For this purpose, during the unloading process of palletized

machines, the transporting vehicle should enter up to the booth, the palletized product should be lowered onto a pad (wooden, steel plate, etc.), and it should be guided the shortest possible distance and kept in place securely. Similarly, while loading, the transporting vehicle should be brought close to the palletized product, guided over the shortest distance, and loaded onto it. During this process, the booth owner will be responsible for any damages to the floor that may occur.

9. Exhibitors who will exhibit in Booths 5 and 6 must be aware that cutting, nailing, painting, and similar construction activities are strictly prohibited on-site during the construction of their booths. During the planning and bidding stages, they must choose and provide modular, practical, bolt-assembled systems that can be quickly assembled and disassembled. The maximum booth height for the stands to be set up in this area is 5.80 meters. In addition to presenting and obtaining approval for projects for all booths, for stands that exceed 4 meters in height and are two-story, it is necessary to submit a structural engineering project to the Organizer and obtain approval. Stand builders (involved in booth installation) will be granted access to the area starting from 3:00 PM on Sunday, May 26, 2024. They are expected to complete transportation and rough construction of their booths by 8:00 AM on the morning of May 27, 2024. After this time, working inside the booth will be allowed until 7:00 AM on Wednesday, May 29, 2024. Booth projects must be submitted to the Organizer by May 1, 2024, at the latest, and approval will be obtained.
10. Exhibitors located in indoor areas are not allowed to use the walls, columns, or ceiling structures of the exhibition booths in any way. They cannot hang, lean, stick, or attach any materials to these surfaces.
11. If there is a delay in dismantling the booths, resulting in a penalty imposed on the Organizer, the same penalty amount will be reclaimed from the exhibitor who caused the delay. Likewise, in case of delays resulting in force majeure measures imposed by IFM or the organizer of the next exhibition, exhibitors will be held responsible for any financial matters such as damage, loss of value, or reduction in the booth materials, display products, or any items within the booth.
12. All indoor booths will be inspected by IFM and the Organizer on the morning of May 29, 2024, the day the Exhibition opens, for compliance with electrical, structural, and health safety measures. Written approval will be obtained following these inspections. Monetary penalties will be imposed on booths that do not receive written approval.

SPECIAL CONDITIONS FOR HALL NUMBERED 7

1. All exhibitors located in Booth 7 have rented space including the booth, so their booths will be set up by FuarDizayn company. The booths will consist of standard booth walls made of MDF panels, each measuring 1 meter in width (with a panel width of 94cm) and 2.5 meters in height. These panels will be mounted onto aluminum frames. The booth package includes booth name signage, carpet flooring, electrical connection (220V 5amp), and one 3-way extension cable.
2. Exhibitors located in Booth 7 can bring their exhibition materials to the area starting from 12:00 PM on May 27, 2024, after their booths have been set up and electrical connections have been established.
3. **Granting Permission for Work in the Area:** Exhibitors are required to submit the list of names of their own personnel who will be working on the premises, as well as the personnel of the companies they employ, along with the necessary documents listed below, to the IFM Occupational Safety unit in accordance with legal regulations. (Assigned email address for document submission: fuar@akbulutakademi.com.tr) After the necessary checks have been conducted, individuals deemed suitable will be provided with an identified badge. Individuals without identification badges will not be allowed into the Exhibition Area. Personnel Document List:
List of All Employees (R.T. ID No., First Name, Last Name, Date of Birth, Gender, Position, Company)
Temporary Assignment Letter Prepared for Working Personnel
Social Security Institution Employment Entry Declaration
Health Fitness Certificate (Able to Work at Night and at Height Places, Approved by

Occupational Health Physician)

Basic Occupational Health and Safety and Working at Heights Training Certificate

Personal Protective Equipment Delivery and Training Record

Vocational Competence Certificate (For Employees Subject to Vocational Competence)

Driver's License (For Individuals Operating Vehicles)

Operator's License (For Individuals Operating Machinery/Equipment)

Authorized personnel in charge of the booth and the exhibitor personnel responsible for supervision and control during the Exhibition will obtain their Exhibitor Badge from the Organizer, which they will also use throughout the Exhibition. Exhibitors are responsible for ensuring that the personnel working at their booths use the necessary tools, equipment, safety gear, protective materials, and clothing. COMPANIES THAT WILL ONLY HANG VISUALS AND ARRANGE ITEMS IN THEIR BOOTHS ARE NOT REQUIRED TO FULFILL "WORK PERMIT" FORMALITIES. THESE TASKS CAN BE CARRIED OUT WITH THE EXHIBITOR BADGE. Handling and internal transportation tasks must be conducted by GURUPTRANS.

4. Exhibitors exhibiting in Booth 7 are required to submit their booth layout plans (showing the arrangement of machines and products, as well as the implementation plan for office and social areas) to the Organizer for approval by May 1, 2024, at the latest. For changes made after this date, a 'Amendment Project' should be submitted to the Organizer by May 17, 2024, in order to obtain approval. Those who design or plan double or multi-story stands/offices within their projects or structures designed to carry loads will also submit the static projects of the structures to IFM and the Organizer for approval.
5. For companies requiring additional electrical distribution beyond the provided standard triple outlet in their booths: Electricity will be delivered to each stand at a single point with the requested power, and exhibitors will need to connect it to their distribution panel. It is mandatory to protect the exposed power supplies taken from the walking corridors and within the stand; otherwise, the power supply will not be activated. All stand connections must include a panel, fuse, and a 30 mA residual current circuit breaker. Connections without panels, fuses, and residual current circuit breakers will not be provided with electricity, and existing power supplies without proper equipment will be disconnected. The exhibitor will provide the electrical materials and work for the booth's internal electrical components, including the electrical cable connecting the power supply point to the distribution panel, as well as the distribution panel itself. Individuals who will perform electrical works within the premises must possess the qualifications stated in Article 2. Panel connections will be carried out under the supervision of authorized personnel. The exhibitor acknowledges that they are aware of all inspections, checks, and interventions conducted by the IFM and the Safety and Health companies appointed by the Organizer. They also commit and accept that they will comply with the instructions provided by these entities.
6. Exhibitors will conduct their installation activities within their own booth boundaries and will not use neighboring booths or corridors.
7. In the indoor areas of KOMATEK 2024 Exhibition, operating machinery and conducting demonstrations during the exhibition is subject to permission by the Organizer. In some special cases, on-site application of machines and products that do not produce exhaust fumes or noise may be allowed. Please apply to the Organizer with detailed explanations for these matters.) Broadcasting music, engaging in activities that may disturb other exhibitors and visitors, and other disruptive practices are prohibited. During private meetings, cocktails, and receptions, live music applications that do not exceed a certain sound level may be allowed. Exhibitors will obtain written permission for such events and music genre-related activities.
8. The floors of Booths 5 and 6 are made of concrete. In this area, activities such as drilling, hammering, and embedding that could damage the floor are not allowed. All kinds of stands, totems, promotional materials, flagpoles, and similar items will be manufactured and used in a self-supporting manner. All types of stands, totems, promotional materials, flagpoles, and similar items will be produced and used in a self-supporting manner. For this purpose, during the unloading process of palletized machines, the transporting vehicle should enter up to the booth, the palletized product

should be lowered onto a pad (wooden, steel plate, etc.), and it should be guided the shortest possible distance and kept in place securely. Similarly, while loading, the transporting vehicle should be brought close to the palletized product, guided over the shortest distance, and loaded onto it. During this process, the booth owner will be responsible for any damages to the floor that may occur.

9. Exhibitors located in indoor areas are not allowed to use the walls, columns, or ceiling structures of the exhibition booths in any way. They cannot hang, lean, stick, or attach any materials to these surfaces.
10. If there is a delay in dismantling the booths, resulting in a penalty imposed on the Organizer, the same penalty amount will be reclaimed from the exhibitor who caused the delay. Likewise, in case of delays resulting in force majeure measures imposed by IFM or the organizer of the next exhibition, exhibitors will be held responsible for any financial matters such as damage, loss of value, or reduction in the booth materials, display products, or any items within the booth.
11. All indoor booths will be inspected by IFM and the Organizer on the morning of May 29, 2024, the day the Exhibition opens, for compliance with electrical, structural, and health safety measures. Written approval will be obtained following these inspections. Monetary penalties will be imposed on booths that do not receive written approval.

BOOTH FURNITURE AND ACCESSORIES

Interior accessories, furniture, and carpets for the booth can be rented from FuarDizayn, the official booth company of the exhibition. The list of furniture and materials available for rent, along with their prices, can be ordered from the companies' own website or by getting in touch with them. The Organizer will not bear any authority or responsibility in these rental transactions.

CUSTOM BOOTH DESIGNS

In case exhibitors wish for a custom booth design and construction, the names of the firm/person responsible for architectural design and execution of these tasks will be communicated to the Organizer at least 60 days prior to the Exhibition's opening date. All custom-designed booths are required to submit their projects to the Organizer for approval.

ELECTRICITY AND LIGHTING

For the electricity to be used from the entry to the exhibition grounds until leaving the exhibition grounds, exhibitors will request from the Organizer, and these requests will be fulfilled as explained below.

Electricity will be provided to the stands at 5 KW and in increments of 1 KW, and will be connected in exchange for the corresponding connection fee. Electric connection and consumption fees will be determined by IFM at the beginning of the year 2024 and will be announced to the exhibitors. This service also needs to be requested by filling out Form Number 4. If the request is not made in writing and the fee is not paid properly, installation will not be provided to the booths. In case it is determined that companies are using power exceeding what is provided, the booth electricity will be disconnected. After a genuine request is made in writing and the fee is paid, the supply can be reinstated. **In such cases, and if the request is not made on time, the fee will be collected with a 50% penalty.**

Exhibitors who have signed a contract including the booth and who will not consume electricity exceeding 5 KW do not need to request electricity. Within contracts that include the booth, electricity connection and consumption up to 5 KW are covered by the Organizer. However, exhibitors who have signed contracts including the booth and require energy exceeding 5 KW can apply to the Organizer to obtain the necessary

electricity, covering the required connection amount, in exchange for a fee. The conditions stated below will also apply to exhibitors requesting electricity in this manner.

Electricity will be delivered to each stand at a single point with the requested power, and exhibitors will need to connect it to their distribution panel. It is mandatory to protect the exposed power supplies taken from the walking corridors and within the stand; otherwise, the power supply will not be activated. All stand connections must include a panel, fuse, and a 30 mA residual current circuit breaker. Connections without panels, fuses, and residual current circuit breakers will not be provided with electricity, and existing power supplies without proper equipment will be disconnected.

The exhibitor will provide the electrical materials and work for the booth's internal electrical components, including the electrical cable connecting the power supply point to the distribution panel, as well as the distribution panel itself. Individuals who will perform electrical works within the booth must be qualified individuals possessing the documentation specified in the Occupational Health and Safety Regulations. Panel connections will be carried out under the supervision of authorized personnel. The exhibitor acknowledges that they are aware of all inspections, checks, and interventions conducted by the IFM and the Safety and Health companies appointed by the Organizer. They also commit and accept that they will comply with the instructions provided by these entities.

The interior electrical distribution projects for the booth will be submitted to the Organizers before May 15, 2024, and the implementation will be inspected to ensure it is in accordance with the project. Additionally, on the morning of May 29, 2024, when the Exhibition opens, it will be ensured that all booths are constructed in compliance with their structural, implementation, and ELECTRICAL projects, and their safety will be inspected before written permission to open the booths is granted.

It is strictly prohibited for any other company or individual within the exhibition grounds to engage in electrical work or intervene in the installations of booths allocated to exhibitors, beyond the designated booth area. Exhibitors will be directly responsible for any personnel, subcontractors, or individuals acting under any title who engage in such behavior on their behalf.

Outside of the booth area, there will be no area lighting provided in the outdoor area. Indoors, local lighting fixtures that will be used both day and night will be in operational condition.

RESPONSIBILITIES AND INSURANCE

The Organizers cannot be held responsible for any loss, damage, or loss of value that may occur during the exhibition, or for any accidents that may happen to exhibitors' staff, their associates, or visitors. Exhibitors who have machines or equipment operating with flammable fuels or who have flammable substances within their booths must have a fire extinguishing device and ensure that booth personnel are trained to use this device. Exhibitors are advised to obtain "All Risk" insurance for their own materials to protect against any kind of damage. Exhibitors will be held responsible for any damage caused to third parties by themselves, their employees, or their contractors. All exhibitors agree that they will not hold the Organizers responsible for any damages, faults, or claims that may arise as a result of their participation in this exhibition. It is recommended to include a clause stating that if exhibitors insure their goods and personnel at the exhibition, the Organizers will be considered as a third-party insured.

OCCUPATIONAL SAFETY;

Exhibitors will employ only insured personnel in the Rented Area and ensure that their personnel work in compliance with legal regulations for safety and security. They are responsible for taking all necessary precautions, providing protective materials, selecting and training their personnel or subcontracted personnel according to relevant regulations, and overseeing and supervising their work. Any and all occupational safety measures specified by IFM employees and the hired occupational health and safety company must be promptly implemented by the Tenant.

The Exhibitor, without any further request from IFM, is obliged to prepare a site risk

assessment in the Rented Area according to the Occupational Health and Safety Law No. 6331, prepare assignment letters for all personnel involved in Occupational Health and Safety activities, provide a list of subcontracted personnel along with their social security registration forms for employment, and submit all other documents, including certificates related to occupational health and safety training and professional competence training, within 1 month before the event date to SADA. The Exhibitor is also obliged to comply with the Occupational Health and Safety Guide attached to this contract. The necessary documents are provided in the Occupational Health and Safety Guide, and neither IFM nor SADA will be held responsible for any damages that may arise from the exclusion of employees from the exhibition setup and dismantling area due to missing documents. In this context, SADA has the authority to conduct inspections of the Exhibitor in accordance with the Occupational Health and Safety Law No. 6331 and other relevant regulations. However, this inspection authority cannot be regarded as an obligation on the part of SADA.

SADA will review the documents related to the personnel that the Exhibitor will employ in the Rented Area, and if deemed suitable, ID cards with photographs will be issued for the personnel by IDTM Occupational Safety (on behalf of SADA Fuarçılık A.Ş.). Personnel without a photo ID card will not be allowed into the Rented Area.

The Exhibitor is solely responsible for ensuring compliance with workplace safety rules set by SADA, regulations in effect, orders, and instructions related to the occupational health and safety of the personnel and workers employed during the contract period. The Exhibitor is personally and financially solely responsible for any damages and losses that may occur to any kind of property and equipment due to non-compliance of personnel and workers with the rules set for occupational health, workplace safety, administrative matters, and other actions. In case of any accidents or occupational accidents that may occur during the construction of the subject work under the contract or within the Rented Area involving Exhibitor personnel or subcontracted personnel, which may cause harm to Exhibitor's personnel (subcontracted personnel), personnel of IDTM serving on behalf of SADA A.Ş., or third parties, Exhibitor is personally and financially liable for any claims, damages, including death, injury, illness, disability, loss of support, and similar demands arising from such incidents, as well as material and moral damages, and for any legal, administrative, and criminal liabilities. Exhibitor is obligated to compensate for these damages.

In the event of any occupational accident caused by the fault and/or negligence of Exhibitor's personnel and/or subcontracted personnel, all health expenses (hospital, doctor, surgery, ambulance, and medication) will be the responsibility of the Exhibitor. SADA retains the right of recourse to Exhibitor for any penalties, compensations, and other financial obligations that SADA may incur in this regard. Exhibitor also accepts SADA's right of recourse in relation to this matter.

If due to a reason arising from the obligations under the Labor Law or other relevant legislation, SADA is held jointly responsible or directly responsible together with or without Exhibitor towards the personnel of Exhibitor, subcontracted personnel, or third parties, and if SADA is required to make any payments to Exhibitor personnel, subcontracted personnel, or third parties, Exhibitor shall promptly and fully compensate SADA for its damages without the need for separate notice, starting from the payment date, along with monthly interest of 10% (ten percent) calculated on a monthly basis.

Exhibitor is responsible for taking all necessary measures to ensure the safety and security of the workers and subcontracted workers who will be employed in the rented area, and for selecting, supervising, and employing workers in accordance with the relevant legislation. Exhibitor is obligated to take all necessary safety precautions within the framework of the relevant legal regulations to prevent any accidents for the workers and other technical staff employed in the rented area. Exhibitor must provide protective equipment to the workers, monitor its continuous usage during work, and ensure their safety.

In case Exhibitor fails to comply with any of its obligations under this clause, IFM has the right to terminate this contract immediately. In such a case, all rental fees paid by the Exhibitor will be recorded as a penalty. In such a case, all rental fees paid by the Exhibitor will be recorded as a penalty. Furthermore, SADA reserves the right to deny access to Exhibitor or subcontracted

personnel who have not been duly informed in accordance with the proper procedures to the Rented Area. Exhibitor cannot claim to have suffered damages from this matter, and under no circumstances can they make any claim for compensation.

The Tenant must take into consideration the following matters without being limited to those mentioned in this clause,

Ensure that all documents related to Occupational Health and Safety (OHS) mentioned in this contract and in the laws are provided to SADA for both oneself, exhibition exhibitors, and companies involved in setup and dismantling.

Provide the necessary documents and information to SADA by sourcing them from participating companies during the pre-exhibition setup and post-exhibition dismantling stages.

Monitor whether the exhibitors and the subcontracting companies involved in setup adhere to this lease agreement, laws, and Occupational Health and Safety regulations.

Ensure proper execution of Occupational Health and Safety services throughout all processes within the Rented Area, including setup, exhibition duration, and dismantling stages, supervise the workers.

Take all necessary measures, as instructed by SADA, to facilitate the work of the Occupational Health and Safety specialist in the field.

Ensure that individuals unrelated to the work being conducted in the Rented Area are not allowed entry.

Provide colored clothing/vests, etc., to the workers and personnel working in the Rented Area according to their professions during the contract period, and take and enhance such facilitating measures.

During the exhibition booth setup, operation, and dismantling, all kinds of repairs and maintenance will be carried out in accordance with occupational safety regulations. Special precautions will be taken for specific risks such as working at heights and working with electricity. Any and all occupational safety measures specified by SADA employees and the hired occupational health and safety company must be promptly implemented by the Exhibitor. Under this Lease Agreement, Exhibitor is responsible for all damages arising from matters stipulated in the Occupational Health and Safety Law No. 6331.

In the context of the clauses contained in this contract, in case of non-compliance with obligations by the Tenant and/or failure to take sufficient measures under occupational health and safety, the violation will be reported to the Ministry of Family and Social Services of the Republic of Turkey by SADA, and the Rented Area will be closed to Exhibitor's use. In this case, Exhibitor will not be able to claim any compensation, and they are obligated to cover all damages incurred by SADA.

SECURITY SERVICES

Throughout the contract period, general security services will be assigned by the firm authorized by IFM and the number of personnel designated by IFM's established standards.

If requested by the booth owner, special security services for the booths will be provided by IFM for a fee, with a minimum duration of 8 (eight) hours. IFM or the Organizer will not be held responsible for any kind of negative incidents (such as theft, damage to property, breakage, spillage) in booths where special security services are not provided during the exhibition setup, dismantling stages, or open hours of the exhibition. IFM's liability within the scope of special security services is limited to its fault. The Organizer bears no responsibility for any damages arising from the failure of the Tenant or their personnel to adhere to the warnings provided within the scope of security measures.

ENTRY BADGES

Exhibitors will provide the Organizer with a list of personnel who will be present at their booths throughout the duration of the exhibition. Greeting Cards will be issued in the names of the individuals listed in this roster, allowing them unrestricted access to all sections of the exhibition. (Opening ceremony, exhibition area, etc.) The name information belonging to booth personnel will be entered by the companies into the Badge Form located on the Exhibitor Portal, which they will access from the Exhibition Website (komatekfuar.com). The staff ID cards will be prepared based on this information. The use of these ID badges is mandatory for entry and exit to/from the exhibition grounds.

EXHIBITION INVITATIONS: A certain quantity of Exhibition Entry Invitations will be provided to exhibitors for inviting individuals and institutions they wish to bring to the exhibition. Exhibitors can obtain the invitations they requested by informing the Organizer of the desired number of invitations no later than May 1, 2024. Invitation requests will also be communicated to the Organizer through the Exhibitor Portal.

VIP ID BADGES: At the KOMATEK 2024 Exhibition, two types of VIP ID badges will be provided.

Protocol will be accepted; General Managers, Department Heads, Undersecretaries, Deputy Ministers, and individuals holding higher positions within official institutions and organizations will be invited to the Exhibition through VIP Protocol cards to be sent to their addresses by SADA. Other individuals who are requested by participating companies to be added to this list can be requested from the Organizer by filling out the VIP Protocol Information Form available on the Exhibitor Portal.

Information of individuals who are not part of the Protocol but are considered important by the Exhibitors will be requested by the Exhibitor through the Exhibitor Portal by filling out the necessary form. The requested ID badges will be sent to the requesting Exhibitor for distribution.

EXHIBITION CATALOG

An official exhibition catalog will be prepared to be presented to Exhibitors and visitors. Additionally, this catalog will be distributed to government departments, commercial organizations, chambers of commerce, press, foreign representations, and libraries.

The catalog will include the following information:

General information about the exhibition

List and information of exhibitors

Product-specific 'Buying Guide'

Advertisements

BOOTH CLEANING

Throughout the duration of the contract, the cleaning of exhibition halls, corridors, foyers, and other common areas, as well as outdoor spaces, will be carried out by IFM or a company authorized by IFM, based on the personnel numbers defined by IFM's standards. Internal booth cleaning (specific booth cleaning) tasks will be provided by IFM or a company authorized by IFM, for a fee, if requested by the Exhibitor. Entry of external cleaning companies into the Exhibition area will not be permitted. Exhibitors can avail the booth cleaning service for a fee by informing the Organizer of their requests for internal cleaning by May 1, 2024.

There is no facility for washing machines within the exhibition grounds, so exhibitors are expected to bring their machines to the area in a clean condition. Machines can be cleaned by wiping them down in the area.

DISPOSAL OF GARBAGE AND DEBRIS

Throughout the duration of the exhibition (installation, exhibition period, dismantling, and cleaning), the disposal of accumulated garbage and debris, including household waste, in the exhibition halls, common areas, and outdoor spaces will be managed by IFM.

TECHNICAL DETAILS OF THE EXHIBITION AREA

The exhibition grounds consist of two sections: indoor and outdoor. The indoor area has a ceiling height of 9 meters and is a prefabricated concrete structure with a concrete floor. For equipment with a height exceeding 6 meters in indoor areas, written permission must be obtained from the Organizer. The stands and corridors that have been rented, including Stand D, will be delivered with carpeted flooring on top of the concrete surface by the Organizer.

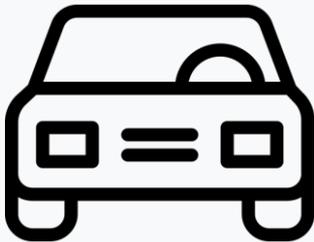
The height of the booths to be set up in this exhibition hall will not exceed 5.80 meters. Booth installations that are 4.00 meters and above, as well as two-story booth setups, will only be allowed with written approval from the technical and Occupational Health and Safety (OHS) teams of IDTM (Istanbul Chamber of Commerce) on behalf of IFM Fuarçılık A.Ş., along with the submission of static reports and projects. The weight of the products (machinery, vehicles) to be exhibited in this area will not exceed 2,250 kg per square meter. If the weight of the exhibited products exceeds 2,250 kg per square meter, permission will be granted based on the approval of IFM Technical Directorate following the implementation of measures to ensure equal distribution of weight.

The flooring of the outdoor area is concrete/asphalt. Exhibitors will deliver the asphalt and concrete flooring in the condition they received it, solid and level.

HOW TO GET TO IFM - ISTANBUL EXHIBITION CENTER?

Metrobus

The fastest way to reach the exhibition grounds from Zincirlikuyu, Mecidiyeköy, and Avcılar is by using the Metrobus. By using the 34A Metrobus line, you can transfer to the Airport Metro at Şirinevler station, and then disembark at the Dünya Ticaret Merkezi/Istanbul Fuar Merkezi station to reach the exhibition grounds.



Metro

The Aksaray-Havalimanı metro line passes through the Istanbul World Trade Center/Istanbul Exhibition Center complex. Transfers to the Airport metro line can be made from Zeytinburnu or Şirinevler Metrobus stations.

Bus

IETT's bus with route number 96T, which carries passengers between Taksim and Atatürk Airport, departs from Taksim and follows the route of Şişhane, Unkapanı, Aksaray, Yenikapı, Zeytinburnu, Bakırköy coastal road, Ataköy, and Istanbul Exhibition Center before reaching the airport.

Ferry

Transportation from Kadıköy and Bostancı to the Exhibition grounds; You can use the İDO Seabus from Kadıköy and Bostancı to Bakırköy.

www.ido.com.tr

Car

You can reach the exhibition grounds by road through three alternative routes. (E5, TEM, and Coastal Road)