

## Application Form - Contract

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## A1. EXHIBITOR INFORMATION

Company Name	
Address	
Phone	Web
Contact Person	E-Mail
Authorized Person	E-Mail

## A2. STAND REQUEST

A2a Raw Space (min. 20m <sup>2</sup> )		m <sup>2</sup> x 250.- € / m <sup>2</sup>	=		EUR
A2b Standard Stand (min. 12m <sup>2</sup> )		m <sup>2</sup> x 265.- € / m <sup>2</sup>	=		EUR
A2c INTERNATIONAL PAVILION (min. 15m <sup>2</sup> )		m <sup>2</sup> x 305.- € / m <sup>2</sup>	=		EUR
Registration Fee		x 175.- € / katılımcı exhibitor	=		EUR
Total Without VAT:					EUR
VAT 18%:					EUR
Total Including VAT:					EUR

## A3. FOR ORGANIZER'S USE


We, the undersigned, wish to participate to the exhibition. Kindly reserve the space and the services requested. We declare that we have read, understood and hereby fully accept the Terms & Conditions of the exhibition set forth in Document B and the acknowledgement text on "Privacy Policy and Processing of Personal Data" on [www.hmankiros.com](http://www.hmankiros.com), which is a part of this application form / contract.

We declare our consent to the processing and sharing of personal data to be shared as required by this agreement.

50% of the total amount i.e., ..... will be paid with this application, the remaining balance will be paid following the written confirmation of acceptance and invoice sent by the organizer not later than 31.05.2023.

NAME (in block letters)
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Legally Binding Stamp & Signature of Exhibitor
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PLACE and DATE
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Legally Binding Stamp & Signature of Organizer
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PLACE and DATE
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\* SEE TERMS AND CONDITIONS (PARA 5) FOR DEFINITIONS

## A4. BANK ACCOUNTS

Bank / Branch Name	Account Name	EUR - IBAN	TL - IBAN
Garanti Bankası Ankara Ticari Şubesi	HANNOVER MESSE ANKIROS FUARCILIK A.Ş.	TR17 0006 2000 1700 0009 0933 15	TR79 0006 2000 1700 0006 2955 92
İş Bankası Çankaya Şubesi	HANNOVER MESSE ANKIROS FUARCILIK A.Ş.	TR31 0006 4000 0024 2383 4455 66	TR92 0006 4000 0014 2380 7809 50
Vakıfbank Çankaya Şubesi	HANNOVER MESSE ANKIROS FUARCILIK A.Ş.	TR47 0001 5001 5804 8018 5989 60	TR71 0001 5001 5800 7309 7951 83

The following Specific and General Conditions for Participation in ALUEXPO become legally binding in all points with the Exhibitor's application to the event. They form the legal basis regarding participation in the event.

#### 1. ORGANIZER

The organizing company of the Exhibition, which is under the permit of the law 5174 by The Union of Chambers and Commodity Exchanges of Turkey, is  
**Hannover-Messe Ankaros Fuarçılık A.Ş.** Prof. Dr. Aziz Sancar Cad. 6/2 Çankaya 06680 Ankara TURKEY -  
 Tel: +90 312 439 67 92 - Fax: +90 312 439 67 66 - E-mail: info@ankiros.com - Web: www.alueexpo.com

#### 2. APPLICATION

a. Application for space will be made using only the enclosed Application Form/Contract which is known as Document A. Acknowledging the terms and conditions will be possible after the Application Form/Contract is completed officially signed and stamped and be mailed to the Organizer's address in due course. Applications subject to conditions or reservations will be regarded as unconditional. Every effort will be made to meet requests for specific sites, yet such requests will not be recognized as a condition for participation. No undertaking can be given with respect to exclusion of competitors. The Application Form/Contract is binding on the applicant, irrespective of whether it is accepted by the Organizer or not. The Application Form/Contract will only be considered when received by the Organizer, and it is binding until its acceptance or final rejection. b. The deadline for application is 31.05.2023.

#### 3. ADMISSION

a. Only the manufacturers, importers, and trade representatives who corresponds to the major exhibit profile are permitted to participate in ALUEXPO. The decision as to whether an entity will be permitted to participate or products to be displayed remains with the Organizer. The issue of the Application Form/Contract does not entitle the recipient to assert any future claims regarding acceptance which may be denied by the Organizer without stating grounds for this refusal. In such cases, no claims for compensation will be entertained. Written confirmation will be given to the space reservation and will apply only to the firm shown in the Application Form/Contract. The allocation of space and stand dimensions will be determined both by the theme of exhibition and space availability. Organizer reserves the right to cancel an approved space reservation on the basis of misleading, deficient or false information or if the participation requirements are no longer met. b. Once application for participation has been made and the Organizer accepts participation, contents of this form will have the implied status of a business contract governed by these present rules and regulations. This contract limits the liability of the Organizer and their authorized agents only to the following items for the raw space applicants: General order and preparation of the exhibition site, information and registration services, central musical and announcement system, general security and cleaning of the area, publication of the official catalogue. Whereas, for standard stand applicants, in addition to the liabilities to the raw space applicants, this contract limits the liability of the Organizer and their authorized agents to the following items: Standard stand construction, installment of electricity provision (one outlet, 220V, 6amps), placement of spotlights (100W/3m<sup>2</sup>), firm's name on stands fascia with 20 standard characters (only the name stipulated on the Application Form/Contract). For International Pavillion stand applicants, in addition to standard stand applicants, this contract limits the liability of the Organizer and their authorized agents to the following items: • Maxima stand walls • Carpet or Laminate flooring • 1 sqm. Storage room / 15 sqm • 1 pc. Welcome Desk with logo / stand • 1 pc. Brochure Rack / stand • 4 pcs. Chairs / 15 sqm • 1 pc. Table / 15 sqm • Company Fascia / Open side • Lighting • 1 pc. Triple Power Plug / 15 sqm • 1 pc. Waste Bin • Daily Cleaning • Daily Catering c. Any complaint shall be notified in written immediately upon the confirmation of the application within 7 days. Objections will not be accepted after this period.

#### 4. ALLOCATION OF SPACE – ALTERATIONS

In case the allotted space is not available, the Organizer may allocate space in different position, reduce or increase the stand size. The Organizer reserves the right to alter entrances and exits to and from the fairground, halls and passages. No claims may be brought by the Exhibitor for the refund of the space rental.

#### 5. PARTICIPATION CHARGES

a. Stand spaces will be provided in units of square meter. Part of a square meter will be charged as a full unit. In computing the charge for space that is not rectangle, that area making it up a rectangle will be included. b. Raw space is defined as one not having any additional services other than the allotment of the exhibition space to required square meters and the catalogue entry. 20 square meters of minimum stand space is required for raw space applications. c. Standard stand is defined as one having basic shell scheme, 1 electric (220 V) supply, 100W spot light / 3sqm, fascia lettering and electric consumption (up to 2kW/hr), 12 square meter minimum stand space is required for standard stand applications. d. International Pavillion stand is defined as, in addition to standard stand content, • Maxima stand walls • Carpet or Laminate flooring • 1 sqm. Storage room / 15 sqm • 1 pc. Welcome Desk with logo / stand • 1 pc. Brochure Rack / stand • 4 pcs. Chairs / 15 sqm • 1 pc. Table / 15 sqm • Company Fascia / Open side • Lighting • 1 pc. Triple Power Plug / 15 sqm • 1 pc. Waste Bin • Daily Cleaning • Daily Catering. e. Participating charges are to be understood net and they are given in the Application Form/Contract. Current VAT to be added to the given prices is 18%. Exhibitors will be notified of any changes in the VAT rate. f. Registration fee is obligatory to all exhibitors per stand basis and it is given in the Application Form/Contract. g. Co-exhibition is subject to the written approval of the Organizer. Co-exhibitors who have not been informed to or who have been rejected by the Organizer will be removed from the stand.

#### 6. TERMS OF PAYMENT

50% of the total participation charges including VAT, will be paid by bankers draft, cheque or bank transfer at the time of application. The remaining balance is payable by latest 31.05.2023. For applications received later than 02.05.2023 immediate payment in full is required. The cost of services ordered directly to or through the Organizer must be paid latest four weeks prior to the opening of the Exhibition. Otherwise, Organizer will bare no responsibility for the provision of these services. If the exhibitor fails to meet his financial obligations, the Organizer is entitled to retain exhibits and the stand equipment and to sell them by public auction or by private contract at the expense of the exhibitor. During the event, the invoice for additional services (e.g. additional booth equipment, electricity, water and telephone installation and consumption) will be submitted to the exhibitor. In case of advance payment for services, the paid amount will be set off against the amount due. The exhibitor has no claim to charge interest on the advance payment. Exhibitor, co-exhibitor and indirectly represented companies are jointly and severally liable to the Organizer with regard to obligations arising from the application form, rental contract or from orders placed for services.

#### 7. CANCELLATION AND NON-PARTICIPATION

After participation has been confirmed, withdrawal from the exhibition is not possible and it will entail full liabilities on Exhibitor to complete the payment as agreed on the Application Form/Contract together with the costs actually entailed.

#### 8. EXHIBITS, STANDS, BUILD-UP and DIRECT SALES etc.

a. Under all circumstances, exhibitors are not permitted to remove the exhibits from the stand during the exhibition period. Only the forwarding agents appointed by the Organizer will be permitted to handle consignments within the fairground. In that, all offloading/loading, delivery to/pick up from stands will be handled by the Organizer's agent. b. Exhibitors who have applied for standard stand will be provided within the agreed fees a pre-fab shell scheme as provided on exhibition layouts and designs by the Organizer. These can't be changed, altered or damaged by the occupying Exhibitor. Exhibitors may use other structures at their own cost and not utilize the scheme provided by the Organizer. Doing so does not facilitate any refunds on the participation fee. c. Stand interiors are the responsibility of the Exhibitors, drawings and plans should be submitted to the Organizer for approval. Organizer reserves the rights to suggest any modifications and have them affected, in case found to be contrary and/or detrimental to other Exhibitors or to the exhibition as a whole. d. All services are not enumerated and if required by the Exhibitors, they will be charged independently by appointed contractors of the Organizer. e. Exhibitors should occupy their stands and be ready at least 3 hours before the time of official opening of the Exhibition. Exhibitors under no circumstances can dismantle their exhibits and withdraw from the Exhibition earlier than the official closing time. f. If 24 hours before official opening time of exhibition, the Exhibitor has not availed himself of the stand allocated to him, or if it is certain that the Exhibitor will not avail himself of the stand before that time, and/or he has failed to fulfill on time, his obligation to pay contracted fees, the Organizer may dispose of the stand in question, without further demand or notice of default, without being held to refund any payments already received, and without the Exhibitor thereby being discharged from the obligation to pay the amounts owing. g. Exhibitors in different areas and in different categories of products will be assigned a schedule of occupation of stands and also a schedule for bringing in large and heavy exhibits. h. Re-letting subletting and/or transfer of participation right in the exhibition are prohibited. Representation of literature, photos and/or any form of representation of any other organization other than the bona-fide exhibitor is not allowed in a stand or the exhibition. i. The Exhibitor should evacuate the allotted space and/or stand within 18 hours after the official closing time. Failing to do so entails the Organizer to take all necessary actions to remove the exhibits without further demand or notice of default. All expenses shall be referred to the Exhibitor and the Organizer cannot be held responsible for any damage or loss due. j. Sales affected by handing over a product or receiving money for a product (direct sales) are not permitted. The same applies for all other chargeable services. Any possible exceptions to this rule are given in the specific conditions for each event.

#### 9. STAND CONSTRUCTION and DESIGN

The construction, design and safety of stands are the responsibility of the exhibitor and must be in accordance with the general rules and technical regulations of the Organizer. The exhibitor shall be obliged to get the approval for his stand design measures by the Organizer before the event. Any stand design contrary to the building regulations valid at the place of the event or to the technical rules and regulations of the Organizer may be removed or altered by the Organizer at the expense of the exhibitor. Presentations on exhibition stands must be so arranged as to cause no visual or acoustic nuisance to neighboring stands and no obstructions on the stands or in aisles. Infringement of this ruling authorizes the Organizer at its discretion to forbid such presentations that cause a

nuisance or obstructions. If the infringement is repeated, the Organizer may terminate the stand rental contract without notice. The Exhibitor has to obey all the rules, regulations mentioned in the Exhibitor's Manual.

#### 10. CUSTOM GUARANTEE DECLARATION

In case that instead of the necessary assurance, a re-export guarantee declaration for the import of exhibition goods is given by the embassy of the country of origin of the exhibitor, the exhibitor is directly liable to his embassy if the exhibition goods are neither exported, nor exported in time, or not entirely exported after the closing of the event.

#### 11. SUPPLEMENTARY PROVISIONS

a. Constituent parts of the rental contract are the regulations for the exhibition grounds, the list of goods (nomenclature), and the organizational, technical and other rules (Exhibitor's Manual). In particular, the conditions listed in the Exhibitor's Manual apply, which stipulate specific services as obligatory in connection with the event (e.g. entry in the catalogue, exhibitor identity cards). b. In order to Occupational Health and Safety Regulations of Istanbul Expo Center, exhibitors need to ensure that all contracting personnel follows the technical rules, orders and instructions of fair ground. c. According to Istanbul Expo Center rules and regulations it is prohibited to order food service from outside sources as well as catering and alcohol sale and service in the stands and cocktails inside the fair ground. d. Your corporate and personal data; In order to ensure the necessary works for the highest level of use, that are carried out by our staff, business units, providers, to provide efficiency and effectiveness in the services to be provided, to apply peace and trust, to our business partners, to the companies we receive services, legally authorized public institutions, within the framework of personal data processing conditions and purposes can be transferred. HM Ankaros A.Ş.'s Personal Data Protection Law open statement is available at www.hmankaros.com.

#### 12. SECURITY

a. The Organizer is responsible for the general security arrangements for the halls. Security services will start on the first day of construction period and terminate last day of dismantling period. The Organizer is empowered to take any security measures necessary. Special security posts may only be employed from the Organizer's accredited agent. b. Despite the measures taken, The Organizer does decline liability for damages to property and personnel injury.

#### 13. INSURANCE COVERAGE and EXEMPTION FROM LIABILITY

a. The Organizer provides insurance for covering risks that may occur to the Exhibition area. This does not include the Exhibits or the belongings of the Exhibitors thus Exhibitors shall insure their own goods as well as covering all risks and damages that may happen to their personnel and/or in third parties by their personnel or contractors. The Organizer will bare no responsibility for any damage or loss of goods or harm done to any person by virtue of being or exhibiting at the Exhibition. b. Organizer undertakes no responsibility for loss, theft or pilferage of exhibits during the exhibition period. Valuable and precious exhibits can be deposited for safekeeping under sealed packaging with the Organizer. c. The Organizer will not be held responsible for the safety of any exhibits or property of any Exhibitor, their staff, contractors or agents or any other person. The Organizer will not be also held responsible for loss, damage or destruction caused by theft, burglary, fire, storm, tempest, lightning national emergency, war, civil commotion, labor strikes, lock-outs or by reason of all and any accident force major which is not within the control of the Organizer whether or not by occasion of such and similar happenings the holding of the exhibition is impossible or inadvisable or is postponed or closed prematurely. As the Organizer cannot and will not accept any responsibility for any or all loss suffered by any Exhibitor caused by the reasons mentioned above, Exhibitors are advised to cover themselves by their own insurance policies. The Organizer moreover excludes any claim for a reimbursement or a reduction in rent as well as all liability for disadvantages and damages suffered by Exhibitors as the result of defects in the rented object, erroneous information given in connection with the allocation of space, stand construction or stand design approval, or catalogue entries, and also through changes in stand size or other deficiencies in the service provided unless the exhibitor immediately complains in writing, except in the event of intent or gross negligence on the part of the Organizer's staff.

#### 14. CATALOGUE

The Organizer will publish an Exhibition Catalogue. The entrance to catalogue is free of charge to all exhibitors who are registered properly with requested information. For this purpose requested information should be reported to the organizer during the specified time. Information that will be included in the catalogue of participants with informational or advertising purposed materials that distributed during the exhibition like catalogue, brochures and other documents with the contents of the products, will be in participants' own responsibility. Participants are responsible for the information to be placed in catalog which organizer will publish and the materials that prepared about products to be presented. Participants agree to comply with the relevant legislation and warrants in the no. 556 on the protection of trademarks about the decree-law no. 551 on the protection of patent rights decree, and about the protection of industrial designs law no. 554. Any errors or omissions in matters relating to the catalog can't be litigated. Participants are responsible with any damage incurred through the content of data to be registered and thereof publication. Organizer or the editors appointed by the organizer does not accept any liability for omissions in issue or/and any errors in the catalog. Organizer has the right to use exhibitors' information for digital marketing purposes. Exhibitor does not have any right to claim or opposition. In case of late submission of the catalog entry form, information supplied in the application form/contract will be used in the official fair catalog and the official website of the exhibition.

#### 15. TECHNICAL and CLEANING SERVICES

a. All water and electrical installations to individual stands are charged separately to Exhibitors as well as consumption costs, except for the content of the standard stand definition for the indoor area (Item 5-c). The Organizer may request advance payment for these special services. All installations connected with the stands will be undertaken by the Organizer. Only in stand works may be carried out by outside contractors, provided that their names are submitted to the Organizer. The Organizer however, will not be obliged to inspect the installation works and is not liable for any damages caused thereof. The Organizer may not be held responsible for losses and damages caused by the failure of power supplies. The Exhibitor is liable for all damages caused by the failure of power supplies. The Exhibitor is liable for all damages caused by uncontrolled dissipation of energy. b. The Organizer will arrange for the cleaning of outdoor and indoor areas. The Exhibitor is responsible for the daily cleaning of the stand before the opening hour. Should the Exhibitor does not wish the cleaning to be undertaken by its staff, other contractors can be employed if the Organizer appoints them.

#### 16. DOMESTIC AUTHORITY

a. Exhibitors are hereby obliged to confirm the rules and bylaws for stands and decorations, of safety, fire, buildings etc. of the Turkish Authorities, and to conform to the rules and regulations of the property owner and those of the Organizer. Also all work would conform to the laws of labor unions and syndicate wherever applicable. Exhibitors undertake to make necessary arrangements, modifications and take immediate steps to remove each and any aspect of work team, which contravenes these above bylaws and rules, once their attention, has been brought to some. b. Other than that, the Organizer has the full authority within the entire exhibition ground for the duration of the event starting from the beginning of construction period until the end of dismantling period. Animals are not allowed in the fairground. The Organizer has the right to issue instructions.

#### 17. RESERVES

a. In case of early closure or abandonment of the exhibition that is caused by theft, burglary, fire, storm, tempest, lightning national emergency, war, civil commotion, labor strikes, lock-outs or by reason of all and any accident force major that is not within the control of the Organizer, Organizer shall be entitled to retain all sums paid by the Exhibitor or such part there of as found justified for incurred expenses. b. If the opinion of the Organizer is to re-schedule the exhibition's time and location, all contracts for participation will become binding for the re-scheduled event except as to the size and positions with adjustments proposed by the Organizer. Organizer will not be liable for any refunds or other claims from Exhibitors who for any reason cannot attend the re-scheduled event.

#### 18. OTHER LEGAL MATTERS

a. The Organizer has the right, without legal intervention, to refuse admission to persons who in their opinion may act in contravention of these rules and regulations or any business ethics. b. These rules and regulations are an integral part of the agreement between the Organizer and the Exhibitor. c. Organizer reserves the inalienable right to modify, amend, add to, and/or interpret these rules and regulations such that Organizer does not operate to diminish the right reserved for the Exhibitors under Application Form/Contract, nor so operate as to increase the liabilities of the Organizer. d. All agreements, approvals and arrangements, irrespective of their nature must be made in writing. e. Exhibitors acknowledge that they participate in the exhibition with their own free will and decision. This contract does not entail neither oral nor written promise or guarantee on the Organizer's side, as to the amount or level of business, and to the success of the organization. f. All claims by Exhibitors on the Organizer will be entertained only if made in writing before 17:00 hours of the last day of the exhibition. Claims to be made afterwards will not be valid. g. Any dispute or difference between the Organizer and the Exhibitor shall be tried to be settled by mutual understanding. If no compromise could be reached, this Contract is to be governed by the substantive Laws of the Republic of Turkey and the disputes arising out of or relating to this agreement shall be finally settled by Ankara Courts and Execution Offices.

#### 19. NOTIFICATION

The address mentioned in the Application Form/Contract, belonging to the exhibitor, will be accepted as the notification address of the contract parties for any kind of dispute between the Organizer and the Exhibitor. The Exhibitor has to inform the Organizer about the change in the address within a week's time. Otherwise, the Organizer will assume that the address mentioned in the "Exhibitor Information" section of the Application Form/Contract as the notification address of the contract parties.