

KOMATEK2011

**12. ULUSLARARASI İŞ VE İNŞAAT MAKİNA,
TEKNOLOJİ VE ALETLERİ İHTİSAS FUARI**

*12TH INTERNATIONAL CONSTRUCTION MACHINERY,
TECHNOLOGY AND EQUIPMENT TRADE FAIR*

**ATATÜRK KÜLTÜR MERKEZİ
ANKARA**

*ATATÜRK CULTURE CENTER
ANKARA*

20-24 NİSAN 2011

20-24 APRIL 2011

KATILIMCI EL KİTABI

EXHIBITOR'S MANUAL

İÇERİK / CONTENTS

1. FUARA İLİŞKİN BİLGİLER	1
2. GÜMRÜKLEME VE HANDLING İŞLERİ	1
3. YETKİLİ SEYAHAT ACENTASI	2
4. STANDLARIN YAPISI, AKSESUARLAR VE STAND KULLANMA KURALLARI	2
5. ELEKTRİK VE AYDINLATMA	4
6. YÜKÜMLÜLÜKLER VE SİGORTA	4
7. HABERLEŞME OLANAKLARI	4
8. İKRAM HİZMETLERİ	4
9. OTOPARK	4
10. GÜVENLİK	5
11. GİRİŞ KARTLARI	5
12. FUAR KATALOĞU	5
13. STANDLARIN TEMİZLİĞİ	5
14. STANDINIZA YERLEŞME VE STANDINIZDAN AYRILIŞ	5
15. SERGİLENECEK MATERYAL TÜRKİYE'YE NASIL GETİRİLİR	6
16. FUAR ALANININ TEKNİK DETAYLARI	6
17. FUAR ALANI REKLAM İMKANLARI	6
18. ATATÜRK KÜLTÜR MERKEZİNE NASIL GİDİLİR	6
19. THE EXHIBITION	7
20. CUSTOM CLEARANCE AND HANDLING	7
21. OFFICIAL TRAVEL AGENTS	8
22. STAND CONSTRUCTION, FURNITURE AND STAND FITTING REGULATIONS	8
23. ELECTRICITY AND LIGHTING	10
24. LIABILITIES AND INSURANCE	10
25. COMMUNICATION FACILITIES	10
26. CATERING	10
27. CARPARK	10
28. SECURITY	10
29. ADMISSION PASSES	11
30. THE EXHIBITION CATALOG	11
31. STAND CLEANING	11
32. MOVING IN AND OUT OF YOUR STAND	11
33. HOW TO BRING EXHIBITS TO TÜRKİYE	11
34. FAIR GROUNDS AND EXHIBITION HALL SPECIFICATIONS	12
35. ADVERTISING OPPORTUNITIES WITHIN THE EXHIBITION AREA	12
36. HOW TO GET TO ATATÜRK CULTURE CENTER	12
EKLER / APPENDICIES	13
EK / APPENDIX - 1 UMUMİ VEKALETNAME ÖRNEĞİ / TEXT, POWER OF ATTORNEY	14
EK / APPENDIX - 2 TAŞERON FİRMALAR LİSTESİ / LIST OF SUBCONTRACTORS	15
EK / APPENDIX - 3 SHIPPING INSTRUCTIONS FOR EXHIBITIONS	16
1. GENERAL	16
2. DOCUMENTS	16
3. ARRIVAL DEADLINES	17
4. MARKS AND PACKAGING	17
5. INSURANCE	17
6. PAYMENT	18
EK / APPENDIX - 4 CUSTOM CLEARANCE AND ON-SITE HANDLING TARIFF	19
1. TRUCK SHIPMENTS	19
2. AIR SHIPMENT	19
3. OCEAN SHIPMENTS	19
4. LITERATURE	20
5. EMPTY HANDLING AND STORAGE	20
6. GENERALCONDITIONS	20
7. ADDITIONAL LABOR AND EQUIPMENT CHARGES	21
5. BOŞLARIN TRANSFERİ VE DEPOLANMASI	21
7. EK İŞÇİ VE MALZEME ÜCRETLERİ	21
EK / APPENDIX - 5 OTEL REZERVASYON FORMU / HOTEL RESERVATION FORM	23
SİPARİŞ FORMLARI / ORDER FORMS	27
1. FUAR KATALOĞU BİLGİ FORMU / OFFICIAL EXHIBITION CATALOG ENTRY	
2. ÜRÜN GRUPLARI / EXHIBIT GROUPS	
3. YAKA KARTLARI / ADMISSION PASSES	
4. TEKNİK VE İDARİ HİZMETLER / TECHNICAL & ADMINISTRATIVE SERVICES	
5. FUAR ALANI REKLAM TALEPLERİ / ADVERTISING WITHIN THE EXHIBITION AREA	
6. STAND ALIN YAZISI / STAND FASCIA TEXT	
7. STAND YERLEŞİM PLANI / STAND LAYOUT	
8. FUAR KATALOĞU REKLAM FORMU / OFFICIAL CATALOGUE ADVERTISEMENT FORM	

19. THE EXHIBITION

19.1 THE VENUE AND DATES

KOMATEK 2011 12th International Construction Machinery, Technology and Equipment Trade Fair will take place at Atatürk Culture Center Area No 1 between 20-24 April 2011.

19.2 WORKING HOURS

Wednesday	20 April 2011	11:00	Opening Ceremony
Wednesday	20 April 2011	11:00-19:00	Trade Only
Thursday	21 April 2011	11:00-19:00	Trade Only
Friday	22 April 2011	11:00-19:00	Trade Only
Saturday	23 April 2011	11:00-19:00	Trade Only
Sunday	24 April 2011	11:00-19:00	Trade Only
Sunday	24 April 2011	19:00	Exhibition ends

19.3 ADMISSION

The exhibition is open to the representatives of the construction sector by invitation and registration only. Admission is free of charge.

19.4 ORGANIZER

SADAA. Ş.

Reşat Nuri Sokak 122/6

Yukarı Ayrancı Ankara - Türkiye

Tel: +90-312-440 88 00 (3 lines)

Fax: +90-312-440 88 03

URL: <http://komatek.sada.com.tr/>

E-mail: info@komatek.sada.com.tr

20. CUSTOMS CLEARANCE AND HANDLING

The customs clearance of goods coming to Turkey for exhibiting at KOMATEK 2011 will be done by the exhibitors, themselves. In case the Organizers will be asked for these services the official forwarder will undertake these services with the enclosed rates. The permission for importation will be obtained by the organizers and sent to the related bodies upon written application of the exhibitors. Exhibitors bringing machinery to be exhibited at KOMATEK 2011 shall inform the Organizers at least 1 month before the arrival of goods at Turkish borders.

There will be a ramp and necessary lifting equipment at the fairgrounds ready for hire. Exhibitors should inform their requirements of these specific equipment, in writing, to the Official Handling Company at least 1 week before the materials' arrival at the fairgrounds. The price list for these services are enclosed.

To ensure the safety of the fair traffic, the loading, off-loading, and internal transportation services will be handled only by the company assigned by the Organizer at a certain fee. The exhibitors can perform the loading, off-loading and internal transportation with their own equipment and workforce. However, they can not sell these services or buy from a professional service provider other than the one assigned by the Organizer within the exhibition area.

The official forwarder of the Exhibition is:

GRUPTRANS ULUSLARARASI TAŞIMACILIK VE TİCARET A. Ş.

Yeşilyurt Sokak 3-6 Çankaya 06690

Ankara - TURKEY

Tel: +90-312-467 70 54

Fax: +90-312-467 70 36

21. **OFFICIAL TRAVEL AGENTS**

The official Travel Agent of the Exhibition is:

TÜRKER Seyahat Acentası

Tunalı Hilmi Caddesi 62/1-2 Kavaklıdere
Ankara - TÜRKİYE

Tel: +90-312-468 28 02

Fax: +90-312-467 71 34

Contact: Alev İmren

Email: turker@turkertravel.com.tr

Services offered by the Travel Agent are,

- Airline ticket reservation and sales
- Hotel reservations
- Airport - Hotel transfers
- Car rentals
- Cocktail organizations
- Daily city tours

Please refer to **APPENDIX 5** (page 23)

22. **STAND CONSTRUCTION, FURNITURE AND STAND FITTING REGULATIONS**

22.1 **GENERAL**

The stand construction will be done in accordance with the layout provided by the exhibitor. In case the participation price includes the stand material, the electricity supply in the stand (one 220V/6A outlet), lighting (100W/3m²) and writing the company name on the stand fascia with standard lettering is included. If the exhibitor wishes to provide a stand construction other than the one provided by the Organizer or requests no stand material at all, he may do so. Doing so does not facilitate the exhibitor any refunds on the exhibition fee. Any alterations on the already provided stand design should be directed to the Organizer by latest 30 days prior to the exhibition's opening date.

Exhibitors may have their machinery and products working for demonstration purposes during the exhibition. Exhibitors having indoors stands will have to obtain the permission of the Organizers by specifying the machinery they will have working in their stand, the amount of exhaust gas that will be emitted and the level of noise that will be produced. The Organizers keep the right to refuse operation of any machine or vehicle in the stands. The application for the permission for operating machinery should be made to the Organizers by latest 1 April 2009. Exhibitors shall remove all soil, rocks or any other material brought in to their stand for exhibition or demonstration purposes and clean the area allotted to them and hand over the allotted space as the area was presented to them before they leave the fairgrounds at the end of the exhibition. In case the exhibitor does not remove the material as specified, the Organizer will have the material removed and charge the costs to the exhibitor. The exhibitors will not have the right to disagree with the cost charged to them in this manner.

No activities such as drilling, nailing, burrying that can damage the floor will be done in indoor areas. Fixing requirements during the construction on the asphalt floor can only be done by drilling with a drill bit no larger than 30mm in diameter. All verticals, poles, etc are suggested to be produced with phlanges. In case if the floor is dug wider than the permitted mm the Organizer will have the damage fixed immediately and will charge 3 times more of the fixing fee as compensation from the exhibitor. Other than construction activities, any damage to the floor either during transportation, operation and placing of the exhibits, or during the use or maintenance of any equipment or machinery within the stand area will immediately be fixed by the exhibitor to the satisfaction of the Organizer. In case the damage is not fixed immediately or if the organizer is not satisfied with the repairing, organizer will have the damage fixed again and will charge 3 times more of the fixing fee as compensation from the exhibitor.

22.2 FURNITURE AND ACCESSORIES

The furniture, accessories and carpeting may be rented from the Official Stand Contractor: FORZA Fuarçılık ve Organizasyon Hizmetleri A.Ş. through their dedicated website <http://www.designshopforum.com/> All costs, orders, invoicing and payments related to these rentals shall be between FORZA and the Exhibitor. Organizers will not be held responsible or are authorized regarding these items.

22.3 SPECIAL STAND DESIGN

In case the exhibitor wishes to have a stand requiring special design and construction work, the design of the stand and the company/person appointed to carry out the work shall be provided to the Organizer at least 30 days prior to the Exhibition's opening date. The list of companies which are known to be capable of building specially designed stands is presented in **Appendix 2**.

22.4 STAND CONSTRUCTION

All stand designs shall conform with the space allocated to the exhibitor by the Organizers. The stand height in indoor areas is 2.47 m. Exhibits exceeding 2.47 m shall be exhibited within the space borders but outside the stand construction limits. No exhibit can be taller than 3 meters, indoors. Projects of the exhibits taller than 3 meters has to be submitted to and approved by the Organizer 1 month before the Exhibition opening date. Exhibitors having such exhibits and having rented a stand provided area, should inform the Organizers about the dimensions of their exhibits at least 30 days prior to the exhibition opening date. The walls of the standard shell scheme are 6mm thick plywood, emulsion painted panels affixed to aluminum frames. The width of the MDF is 94 cms. The stands will be delivered to the exhibitors latest 48 hours prior to the Exhibition's opening time. Participants exhibiting equipment requiring longer set-up time should apply to the Organizers by latest 30 days prior to the opening with full information on the exhibit and set-up requirements. Outdoor exhibitors shall provide their stand layout and dimensions at least 40 days prior to the Exhibition opening for confirmation.

22.5 STAND FITTING REGULATIONS

- Organizer keeps the right to set and implement any kind of rule and regulation to attain the soundness of the exhibition, wholeness and aesthetics of the exhibition area even it is not mentioned in this manual and not attached to the contract. The Exhibitors have to abide by these rules set by the Organizer.
- Unless special permit is obtained from the Organizers, no free stand fitment or exhibit may extend beyond the boundaries of the area allocated to that participant.
- Any mobile exhibit or any movable vehicle, apparatus or machinery brought to the stand by the exhibitor shall not leave the stand area for any purpose.
- No painting, wallpapering or nailing to the rented stand walls will be permitted.
- The name of the exhibitors should overtly be displayed on the stand fascia or at a visible place in space-only stands.
- While exhibiting, the participant is opt to protect the facilities and the fairgrounds. Any damage or loss given to the fairgrounds by the exhibitor, his employees or contractors shall be compensated by the exhibitor before the end of the exhibition.
- The exhibitors should be present at their stand with their total list of exhibits, 3 hours prior to the Exhibition's opening time. No exhibit is allowed to the Exhibition after the opening time (20 April 2011 09:00 hrs) and no exhibit is allowed to be taken out of the stands before the official closing time (24 April 2011 19:00 hrs) of the Exhibition.
- All construction work to be carried within the stand of the exhibitors are subject to the approval and consent of the Organizers. The Organizers carry the right to refuse all work that is dangerous and/or damaging and/or disturbing to all parties.
- Vehicles that will serve the stands can transport material to the stands after the working hours of the Exhibition and with permission from the Organizers.
- All other clauses depicted at the rules and regulations section of the Contract for Participation are valid.

23. ELECTRICITY AND LIGHTING

The electrical work will be undertaken by the Organizer. No other electrical contractor or personnel will be allowed to undertake any electrical work out of the allocated stand area at the fairgrounds without the consent of the Organizer. The standard supply of power are:

Three phase alternating current 380 Volts 50 Hz
Single phase alternating current 220 Volts 50 Hz

There will be no charge for electricity for Exhibitors utilizing 220V supply up to 2 KW/hr. For Exhibitors utilizing 380V supply, or requesting a second line of 220V to their stand and/or using in excess of 2KW/hr, a fee will be charged (See **Order Form No: 4**). Exhibitors having outdoor stands or indoors stands that require a distribution panel shall provide their own panels. The electrical supply will be brought to the stands in 1 outlet. The exhibitor shall provide the inter stand distribution of the power. All extension cords shall be provided by the exhibitor. All fittings should conform to standard safety provisions as the Organizers bare no responsibility of the unsafe electrical connections observed within the stands. The Organizers will provide 100Watts per 3m² lighting to each indoor stand in the case that stand construction is requested from the Organizers.

24. LIABILITIES AND INSURANCE

The Organizers will not accept any liability for loss or damage to any exhibit, material or belongings at any time, nor bare any responsibility on any accident that occurs to persons working for the Exhibitors or visitors. Exhibitors who are exhibiting and/or keeping machinery or equipment working with or having inflammable fuel or material shall have a fire extinguisher within their stands and their personnel must be trained to use the fire extinguisher. The exhibitors are advised to insure their materials against any loss, damage and all risks. The exhibitors will be held responsible against any damage given to or being the subject of a loss of or damage to any property of third parties, may this be caused by themselves, their personnel or contractors. Each exhibitor agrees to indemnify the Organizers against any claims of any nature arising from the exhibitors participation in the exhibition. Exhibitors are advised to add a provision of third party insurance to which the Organizers are to be added as the additional insured, in case they deem necessary to make all risk insurance at the exhibition.

25. COMMUNICATION FACILITIES

There will be an office equipped with telefax, telephone and other facilities. The services offered will be subject to costs.

26. CATERING

There will be a cafeteria, hamburger stand and a hot and cold drinks serving bar within the fairgrounds.

27. CARPARK

There will be separate car parking facilities for visitors and exhibitors. Use of "Exhibitor Parking"s are subject to designated passes which can be obtained from the Organizer by written request indicating vehicles' plate numbers. Car parking will be free of charge. Organizers will not be held responsible for any damage that occurs to exhibitor or visitor cars within car park limits.

28. SECURITY

Security Guards will serve the exhibition grounds throughout the day. There will be night watches for the protection of the fairgrounds through the nighttime. Having these services available does not alter the provisions of section 6 of this manual. Security services will start on 14 April 2011 and end on 27 April 2011.

29. **ADMISSION PASSES**

Exhibitors shall provide a list of personnel who will work at their stand throughout the exhibition. A pass will be issued for these persons to allow them admission to all sections of the organization (Opening Ceremony, the fairgrounds, cocktail party, etc.).

Exhibitors will be supplied with a number of invitations to the exhibition to be submitted to their clients. The amount of these invitations should be specified by the exhibitors and Organizers shall be contacted latest by 1 April 2011 to obtain them.

There will be a separate invitation for the Opening Ceremony. The Organizers will issue and send these invitations so an address list shall be supplied to the Organizers by the exhibitors for the persons they deem appropriate to invite to the Opening Ceremony.

30. **THE EXHIBITION CATALOG**

An official exhibition catalog will be prepared and made available to the visitors and exhibitors. Apart from the distribution on the fairgrounds this catalog will be sent to government offices, trade associations, chambers of commerce, the press, the foreign mission and the reference libraries.

The catalog will include the following;

- General information on the event
- List of exhibitors and related information
- Classified buyers' manual regarding product groups
- Advertisements

31. **STAND CLEANING**

The general cleaning of the grounds is provided by the Organizers. This cleaning does not include the cleaning of the stand area. A cleaning company has been appointed to carry out cleaning work of the stands. In case the exhibitors wish to have their stands cleaned during the event the cost is 3,00TL/m². This cost includes vacuum cleaning of the area and dusting. The trash will be removed from the stands by the Organization, provided all waste is properly put into plastic bags and the bags are sealed to avoid any spillage of the contents during removal. The trash will be removed after the exhibition is closed so the bags must be left on the border of the stand in a visible place as the Exhibitors leave the exhibition for the day.

32. **MOVING IN AND OUT OF YOUR STAND**

Below is the timetable for site operations;

Outdoor Area:

Moving in the special exhibits 14 April 2011

Moving in standard exhibits 16 April 2011

Indoor Area:

Moving in the special exhibits 16 April 2011

Moving in standard exhibits 18 April 2011

Exhibition opens 20 April 2011

Exhibition ends 24 April 2011

Moving out indoor exhibits (latest) 25 April 2011

Moving out outdoor exhibits (latest) 27 April 2011

33. **HOW TO BRING EXHIBITS TO TÜRKİYE**

The Turkish Customs Law categorizes 3 different formalities for a) materials for temporary importation b) giveaway gifts c) printed matter.

The exhibitors are advised to contact the local representatives of their forwarders for the details on the import formalities. Information is annexed in **Appendix 1**, **Appendix 3** and **Appendix 4**

34. FAIRGROUNDS AND EXHIBITION HALL SPECIFICATIONS

The fairgrounds consist of indoors and outdoors areas. The indoor area is a prefabricated structure with waterproof walls and ceiling. The floor is tarmac. The areas rented as “with stand” will be delivered to the stand owners with rib-rug applied to tarmac surfacing and aisles will also be rib-rug covered.

The outdoors area is tarmac. The exhibitors must deliver the floor of their stands as delivered to them prior to the exhibition.

35. ADVERTISING OPPORTUNITIES WITHIN THE EXHIBITION AREA

There are a few different opportunities made available for advertising within the exhibition area. Details and pricing can be found on **Order Form No. 5**.

36. HOW TO GET TO ATATÜRK CULTURE CENTER

Atatürk Culture Center is located at the old hipodrome, 5 km from the city center of Kızılay. The venue has the 19 Mayıs Sports Facilities and Ankara Police Headquarters on either side. The closest 5 star hotel is the Etap Altinel, 1 km from the venue. Other major hotels like Hilton and Sheraton are situated in Kavaklıdere and are 10 minutes away from the venue by taxi.