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ISTANBUL

3 – 5 November 2015

Istanbul Lutfi Kırdar
International Convention and
Exhibition Center

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EXHIBITOR MANUAL

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

Contents

1. General Information	2
2. Rules and Regulations	3
3. Technical Rules and Regulations.....	4
4. Check Lists	6
5. Security Advice	7
6. Access to the Exhibition Venue.....	8
7. Facilities at the Exhibition Venue	10
8. Logistic & Delivery Services	11
9. Transportation and Accommodation.....	12
10. Catalogue Entry Form	13
11. Badge Details.....	14
12. Exhibitor / Agent Badge Form.....	15

Messe Frankfurt Istanbul Ltd. Şti.

Ömer Avni Mah. İnönü Cad. No.50

Devres Han K-2/S Beyoğlu

34427 Istanbul - TURKEY

Tel.: +90-212-296 26 26

Fax: +90-212-296 43 60

info@turkey.messefrankfurt.com

www.texworld.com.tr

www.messefrankfurt.com.tr

1. General Information

Exhibition Date: 3 – 5 November 2015

Organizer: Messe Frankfurt Istanbul	Organizer's Name and Address Messe Frankfurt Istanbul Ltd. Şti. Ömer Avni Mah. İnönü Cad. No. 50 Dev Devres Han K-2/S Beyoğlu 34427 Istanbul - Turkey	Tel.: +90 212 296 26 26 Fax: +90 212 296 43 60 e-mail: info@turkey.messefrankfurt.com web: www.messefrankfurt.com.tr
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Venue and address:

İstanbul Lütfi Kırdar Uluslararası Kongre ve Sergi Sarayı
Gümüş Cad. No:4 34367 Harbiye / İstanbul / Türkiye

Kindly note that your delivery shouldn't arrive before 12:00, 2nd of November.

Show Schedule

Monday, 2 November 2015	15:00 – 19:00	Exhibitor Move-in
Tuesday, 3 November 2015	09:00 – 10:00	Exhibitor Move-in
Tuesday, 3 November 2015	10:00 – 18:00	Exhibition Hours
Tuesday, 3 November 2015	11:00	Opening Ceremony
Wednesday, 4 November 2015	10:00 – 18:00	Exhibition Hours
Thursday, 5 November 2015	10:00 – 18:00	Exhibition Hours
Thursday, 5 November 2015	18:00 – 20:00	Dismantling Hours

2. Rules and Regulations

2.1. General rules

All exhibitors must abide by the site regulations including the closing hours of the exhibition.

Exhibitors must not enter the exhibition halls before 15:00 on the 2nd of November.

Please refer to the show schedule in the General Information, for the exhibition opening and closing time. Electricity will be connected and disconnected accordingly.

We strongly advise against bringing children under the age of 12 to the show.

The use of any means of transport (bikes, scooters, etc.) in the exhibition halls is strictly forbidden.

2.2. Prices

All prices specified in the exhibitor manual exclude 18% VAT.

2.3. Fire regulations

Smoking inside the exhibition halls is strictly prohibited except in the designated areas. It is not allowed to put any goods in front of fire extinguishers or emergency exits.

2.4. Photography, video shooting and sound recording

No photography, video recording, or sound recording is allowed in the exhibition halls.

All forms of video or sound recordings of exhibition samples or booths (including sketches) are prohibited. In the event of breaches of the above, (Organizer) shall be entitled to confiscate sketches as well as exposed or recorded material.

The exhibitor is, however, entitled to make video and sound recordings or drawings of his own stand and exhibits during the fair.

The exhibitor permits the organizer to take photos, record videos of any stand. The photos must be taken by the organizer himself or by the official fair photographer and will be used as information for visitors and for the promotional purposes of the (Organizer).

2.5. Delivery and dismantling

The organizer shall not accept any responsibility for the delivery and dispatching of exhibition material.

Deliveries may enter the exhibition halls between 12:00-19:00 on the 2nd of November. On the last day of the exhibition, carriers will not be permitted to enter the exhibition halls before 18:00.

Removal of exhibition material starts at 19:00 on 5th of November. The organizer will not be liable for any loss or damage to exhibition or booth material left behind at the exhibition venue.

During the dismantling, all objects left on the exhibition-site and not claimed from the Organizer's Office will be destroyed immediately.

On the last day of the exhibition, exhibitors are not permitted to start dismantling their booth before 18:00.

2.6. Noise

The noise level arising from presentations in the booth, etc. should be maintained below 60 dB.

In the event of complaints by other exhibitors, the organizer has the right to prohibit any activities that cause noise or disturbance.

Music/live music is absolutely forbidden.

2.7. Catering

Regarding safety and health rules and regulations, exhibitors can only use the caterer approved by the operator of the exhibition venue. No other food supplier will be authorized to deliver any food to the exhibition ground.

Borsa Restaurant is the approved caterer on-site.

It is not allowed to bring food and drinks from outside. You can order/buy from Borsa Restaurant in the venue.

2.8. Exhibitors listing

The organizer will in no case be held liable for any omissions, reproduction errors, misprints or other which may occur in the lists of exhibitors that the organizer may be led to publish

3. Technical Rules & Regulations

3.1. Security

Please note the following security regulations for booth decoration:

- Elements for decoration must be made of materials that are either fire resistant or non- inflammable or must be treated to ensure they are fire-proof.

3.2. Booth design

All booths will be designed by the official contractor.

3.3. Booth equipment

No item included in the standard equipment can be exchanged for different items. Even if the exhibitor does not need all of those items, no refund will be given.

3.4. Additional booth equipment

Exhibitors wishing to add additional equipment (e.g. chairs or rods) and those who need additional booth equipment should refer to the Additional Booth Equipment Form section.

Please note the following deadlines:

- Until 30.09.2015 additional booth equipment orders will be accepted.
 - From 01.10.2015 onward, no further orders for additional booth equipment will be accepted.
- For on-site orders please check 3.5.

Cancellation of orders will only be accepted until the 30th of September 2015.

Please note that additional equipment or all orders must be made directly to the organizer of Texworld Istanbul with the order forms provided to the exhibitors.

Important: Requests for refunds for non- delivered equipment must be made immediately to the Technical Desk. Claims will not be accepted after the Technical Desk has closed (3rd of November, until 10:00).

3.5. On-site orders

Those exhibitors who miss the deadline of 30.09.2015 will be able to order additional booth equipment on-site. However, a 30% extra charge will be invoiced when placing the order.

Important: cancellation of orders will not be accepted on-site.

There is no guarantee to provide additional equipment items on site.

3.6 Booth decoration

All decorative items must be placed inside the booth.

Supports, decoration or swatches affixed to the low partition walls may not extend outside the booth.

Exhibitors can only use their partition wall areas for their decoration.

The pillars outside the booth cannot be used for decoration.

No decoration will be permitted in the aisle and on the fascia and sign boards.

Reminder: posters, other decorative items and traces of scotch tape must be removed after the fair.

3.7. Damages

Exhibitors are liable for any damage caused to their booth structure. However, if damage is ascertained on arrival, this must immediately be reported to the Technical Desk.

No nails, screws or staples may be driven into the wall elements. The use of self-adhesive posters adhered over the entire surface of the wall panels, foam adhesive tape and silver foil is prohibited.

Reminder: the scotch tape must be removed from the panels after the fair.

The panels are reusable and expensive - please assist in using them properly!

Damage to the booth structure (e.g. holes, dirty marks, adhesive traces) will be invoiced to the exhibitor.

Charges will also apply to damage to the exhibition building to cover repair work costs.

3.8. Fascia board

The company name indicated on the submitted application form will be used without notification from the exhibitor. Supplements indicating the legal form of the company will not appear on the fascia board.

Reminder: No fascia board changes will be accepted on-site.

3.9. TV Screen / computer

Any TV screen/computer monitor facing the public aisle that could potentially cause crowding in the public area must be set back 1 m inside the booth.

Exhibitor that would like to bring their TV/computer will have to provide the invoice. No outside suppliers will be allowed .

3.10. Voltage

The supply voltage at the venue is 220 V.

3.11. Parking

Parking lots for exhibitors are available near the exhibition ground. The exhibitor is liable to pay parking fees. A temporary stop for unloading in front of the

4. Check Lists

Prepare your participation with the help of the two check-lists below:

Check list	Deadline	Date Completed
Visitor Invitation Request	09.10.2015	
Additional Booth Equipment Request	30.09.2015	
Exhibitor Badge Request	09.10.2015	
Catalogue Entries	30.09.2015	
Services(interpreters, temp staff,hostess)	30.09.2015	
Invitation letter for Visa request	30.09.2015	

The services that mentioned below have no specific deadline, even though we strongly advise you to make the necessary reservations and bookings for good Texworld Istanbul November 2015 experience.

"TO DO" Check list	Date Completed
Travel, accommodation and transportation	
Shipment arrangements	

5.Security Advice

5.1. Security during the move in day

IMPORTANT: During the move in day, we recommend not to bring any valuables due to lack of lockers!

Cloakroom will be available onsite at the foyer of Rumeli Hall.

5.2. Security on your booth

Despite the fact that security agents are circulating all along in the halls, thefts are occurring.

Therefore, never leave your belongings such as laptop, cell phone and other valuables unattended in your booth at any time during the fair, especially on the move in day and the last day of the fair.

We strongly recommend being at your stand as of the show's opening time, 03.11.2015 before 10:00 a.m.

For security reasons, no unattended, empty suitcases are not allowed at the stands. Any empty storage items will be removed by the organizer.

In the daytime, your personal objects should be kept out of sight. Please do not leave any suitcases apparent or unattended at your stand.

Please note that a cloakroom free of charge is available for all exhibitors.

Cloakroom:

Dates: 3-5th of November 2015, btw 10:00-18:00.

6. Access to the Exhibition Venue

How to get there

The best and easy way to get to the İstanbul Lütfi Kırdar International Convention & Exhibition Center is taking a taxi from airport. Just show the Exhibition Venue's address to the taxi driver in case he doesn't speak English. You can also show your Hotel's address to the driver. Maximum Taxi fee generally costs around 60 Turkish Lira (20-25 Euros) and should take maximum 50 minutes with traffic.

There are also some other transportation options such as public transportation or direct bus to city centre (Taksim). In Public transportation pedestrians use pass cards called "İstanbulkart" which could be acquired from the terminals in Airport. Just ask for tourist info booth for help.

İstanbulkart can be purchased for 10 Turkish Liras (4 Euros Approximately) and have to be credited at same location you have bought the card. You can add more credit at metro stations.

İstanbulkart can be used in trains, trams, busses and ferries within the boundaries of İstanbul. Please find the public transportation lines on the section.

Approximate Taxi Tariff For Various Locations:

Venue – Taksim	: 60 TL (20-25 Euro)
Venue - Beşiktaş	: 15 TL (5 Euro)
Venue – Ortaköy	: 20 TL (8 Euro)
Venue - Kadıköy	: 50 TL (20 Euro)
Venue – Levent	: 25 TL (10 Euro)

7. Facilities at the Exhibition Venue

Facility	Location	Opening – Closing Times
Exhibitor Welcome	Rumeli Hall	15:00 – 19:00 (2 November)
Organizers Office	Rumeli Hall	15:00 – 19:00 (2 November) 10:00 – 18:00 (3-5 November)
Storage Room	Rumeli Hall	10:00 – 18:00 (3-5 November)
Technical Office	Rumeli Hall	15:00 – 19:00 (2 November) 08.30 – 10:00 (3 November)
Cloakroom	Rumeli Hall	15:00 – 19:00 (2 November) 10:00 – 18:00 (3 – 5 November)
VIP Lounge:	Rumeli Hall	Show hours
Café Restaurants	Rumeli Hall	Show hours
Press Centre	Rumeli Hall	Show hours

Lost & Found: Organizers Office

Internet Connection: No Free Wifi. To order internet connection please check “Additional Booth Equipment Form”

8.Logistics and Delivery Services

In order to reinforce on-site safety, deliveries will be taken by our on-site logistics partner Logser Logistics. Please contact the organizers office for details during move in hours.

Logser Logistics has been appointed by Messe Frankfurt Istanbul for Texworld Istanbul at İstanbul Lutfi Kırdar International Convention & Exhibition Center.

For all your on-site deliveries, please specify:

Information needed:

- Exhibitor company name
- Hall
- Booth number
- Exhibitor phone number

Venue Address

İstanbul Lutfi Kırdar International Convention & Exhibition Center
Gümüş Cad. No:4 34367 Harbiye / İstanbul / Türkiye

Logistic Partner Contact Details

Logser Logistics
Contact: Hakan BELGİN
hakan@logser.com.tr

Contact: Gürkan BELGİN
gurkan@logser.com.tr

Address:
Fırzağa Mah. Boğazkesen Cad.
No:36/3 34425 Tophane / Beyoğlu / İstanbul
Tel : +90 - 850 433 03 03
Fax : +90 - 212 292 39 47

**All catalogue entries must be emailed to
seda.kocamaz@turkey.messefrankfurt.com
Deadline: 30.09.2015**

9.Catalogue Entry Form

The information below will be used on the Texworld Istanbul Autumn 2015 catalogue.

If the Organizer does not receive this document until the 30th of September, exhibitor information on Texworld Istanbul Autumn 2015 application form will be used for catalogue entry.

Legal Company Name :

(Please write the company name you have used on your application form)

Catalogue Entry Name :

Booth No :

Contact Name :

Address :

.....

.....

Phone No :

Fax No :

E-mail :

Web Page :

Agent Name :

Agent Country :

10. Badge Details

11.1 Exhibitor Badges

Exhibitor badges must be ordered using the Exhibitor Badge Form on this manual page 15. The Badges will be available at the Exhibitor Welcome Desk, during the move-in period.

Badges are required to enter the exhibition hall.

11.2 Agent Badges

Agent badges must be ordered using the Agent Badge Form.

The Agent Badges will be available with your welcome package at welcome desk, please ask for them at your arrival. Badges are required to enter the exhibition hall. Badge amount that you can order depends on your stand size.

Exhibitor and Agent Badge per sqm

Booth Area	Quantity
12 sqm	3 pcs
15 sqm	4 pcs
18 sqm	4 pcs
21 sqm	5 pcs
24 sqm	5 pcs
27> sqm	6 pcs

All catalogue entries must be emailed to
seda.kocamaz@turkey.messefrankfurt.com
Deadline: 30.09.2015

Exhibitor / Agent Badge Form

Total Exhibitor and Agent Badge number have been predefined. If additional badges are needed, please inform the Organizer in advance.

Badges can be collected from the welcome desk between 15:00-19:00 on the 2nd of November 2015.

Exhibitor Badge

Company Name	Name	Job Title	Country

Agent Badge

Company Name	Name	Job Title	Country

If you need to order more exhibitor or agent badges, please contact the organizer.