

October 12 - 16, 2019



# GUIDE TO FAIR LOGISTICS

**Dear Exhibitor,**

This guide contains important information regarding the setup and dismantling stages of **WOODTECH**, **INTERMOB** and **PROMATT SPECIAL SECTION** Fairs together with beneficial information to be used during the Fairs.

You may find layout plans designed to facilitate your entry and exit to the fair venue, information related to the services you may need during the fair and contact information of the departments which provide these services. Our experienced team will be at your service for all your needs. We wish all exhibitors a good and successful fair.

With regards,  
Reed Tuyap Fairs Inc.

## Setup and Dismantling Logistics Plan

Please comply with the directions to be given by the technical team and the traffic director of the venue for uninterrupted access.

**HALL R-1-2-3-10-11-13**  
**WOODTECH**

**HALL R-4-5-6-7-8-9-12-14**  
**INTERMOB**

**HALL 13**

**PROMATT SPECIAL SECTION**



**REED TÜYAP FAIRS INC.**  
**HEAD OFFICE - FAIR AREA:**  
 Cumhuriyet Mahallesi, Eski Hadımköy Yolu Caddesi  
 9/4, 34500 Büyükkçekmece/İstanbul  
**Phone:** +90 212 867 11 00 - 867 12 00 **Fax:** +90 212 886 66 98  
[www.reedtuyp.com.tr](http://www.reedtuyp.com.tr)

## PROJECT GROUP CONTACT INFORMATION

Project Group	Project Sales Specialist	Project Sales Manager	Project Sales Asst. Manager	Project Services
<b>İSTANBUL</b> Project Group Director Ediz Tok ediztok@reedtuyp.com.tr +90 533 280 32 56 Project Sales Specialist Mustafa Meşegülü mustafamesegulu@reedtuyp.com.tr +90 533 770 51 90 Project Sales Assistant Manager Asya Önde asyaonde@reedtuyp.com.tr +90 5559790747 Project Sales Assistant Manager Mehmet Dökülen mehmetdokulen@reedtuyp.com.tr +90 533 745 47 14 International Sales Project Specialist Aziz Burak Kıvrak burakkivrak@tuyap.com.tr +90 549 795 1965 Project Group Secretary Nilay Ergin nilaynarsap@reedtuyp.com.tr +90 212 867 11 32 <b>ADANA</b> Project Sales Specialist Gizem Özerk gizemozerk@tuyap.com.tr +90 549 795 65 80	<b>ANKARA</b> Project Sales Specialist Gökhan Küçük gokhankucuk@tuyap.com.tr +90 535 977 51 91 Project Sales Asst. Manager Samuray Ersin samurayersin@tuyap.com.tr +90 530 641 35 11 <b>ANTALYA</b> Project Manager Osman Ali Sarpdağ oalisarpdag@tuyap.com.tr 0555 979 07 26 <b>BURSA</b> Project Manager Ahmet Bilgin ahmetbilgin@tuyap.com.tr +90 555 979 07 26 Project Manager Güneş Akkoyunlu gunesakkoyunlu@tuyap.com.tr +90 555 979 07 22 <b>KONYA</b> Project Manager Cem Horasan cemhorasan@tuyap.com.tr +90 555 979 07 44 <b>GAZİANTEP</b> Project Sales Manager Hakan Güzel hakanguzel@tuyap.com.tr +90 530 641 35 17	<b>İZMİR</b> Project Sales Manager Tolga Tokem tolgatokem@tuyap.com.tr +90 530 651 35 24 Project Sales Asst. Manager Serkan Tunak serkantunak@tuyap.com.tr +90 530 641 35 13 <b>KAYSERİ</b> Project Sales Asst. Manager Malik Yurtseven malikyurtseven@tuyap.com.tr +90 5306413514 <b>DIYARBAKIR</b> Project Sales Asst. Manager Mehmet Velat Ektirici mehmetvelatektirici@tuyap.com.tr +90 530 641 35 18 <b>ESKİŞEHİR</b> Project Manager Burak Baykal Özdemir burakozdemir@tuyap.com.tr +90 530 641 35 61 <b>KOCAELİ</b> Project Sales Specialist Çağdaş Akyol cagdasakyol@tuyap.com.tr +90 549 795 50 47 <b>SAKARYA</b> Project Sales Specialist Emin Cenk emincenk@tuyap.com.tr +90 530 693 93 62	<b>SAMSUN</b> Project Sales Manager Tuğrul Kurbanoglu tugrulkurbanoglu@tuyap.com.tr +90 362 256 27 00	<b>Project Services</b> Secretariat sekreteryaya@tuyap.com.tr Phone: +90 212 867 11 00 Ext: 1532 Gruptrans International Transportation Hüseyin KUYUCU Gsm: +90 533 739 27 25 Aytekin ŞİMŞEK Gsm: +90 533 739 27 24 info@gruptrans.com Phone: +90 212 426 27 28 Fax: +90 212 624 68 69 Sardunya Catering Services Murat Bütün muratbutun@tuyap.com.tr Phone: +90 212 886 66 79 886 93 88 Fax: +90 212 886 63 58 Gsm: +90 533 221 03 97 Occupational Health and Safety Office isgofis@tuyap.com.tr Phone: +90 212 867 11 00 Ext: 1631/1632/1633

## DURATIONS

**Setup Period**  
Setup period for the **WOODTECH**, **INTERMOB** Fairs and **PROMATT SPECIAL SECTION** to be held in Halls R-1-2-3-4-5-6-7-8-9-10-11-12-13-14 will be held between 09:00-21:00 on Thursday October 10th and 24 hours uninterrupted on Friday October 11th.

## Visiting Dates and Hours

The fairs will be available for visiting between 10:00-19:00 on October 12-15, 2019 and between 10:00-18:00 on October 16, 2019.

## Dismantling Exhibition Period

The dismantling process will begin at 18.00 on October 16, 2019 and continue uninterrupted until 18.00 on October 17, 2019.

## Shuttles

**Free Shuttles**  
**ATATÜRK CULTURE CENTER (Taksim)**  
Departure : 09:30 - 12:00 - 14:00  
Return : 16.00 - 17.30 - 19.00

## Public Transportation

- **HAVAİST**  
- Marmara Park - Tüyap
- **METROBÜS**  
- ZİNCİRLİKUYU - TÜYAP BEYLİKDÜZÜ  
- SÖĞÜTLÜÇEŞME - TÜYAP BEYLİKDÜZÜ
- **İETT MARMARAY - TÜYAP (76K)**  
• **ŞİLİVRİ - TÜYAP (İETT 300)**

Tüyap reserves the right to change shuttle services and to alter the timetable without prior notice.

For further information please visit fair website.  
[www.woodtechistanbul.com](http://www.woodtechistanbul.com) [www.intermobistanbul.com](http://www.intermobistanbul.com)

## TECHNICAL SERVICES

### Technical Office

Members of the Technical Office will be available at the venue to render assistance. The boundaries of your booth is marked on the Floor with paint. Technical Office employees will point these boundaries out and tell you the nearest cargo gate you can bring your exhibits in the hall. Any vehicles will be allowed in under supervision for safety. Please consult Technical Office members for questions and issues on utilities such as power, pressurized air, water, telephone lines, and services such as standard booths, desks and chairs.

### Waste Materials Before and After the Fair

Environmental laws impose binding restrictions on the disposal of industrial wastes. All exhibitors must be aware of environmental implications to avoid legal liability. Any and all non domestic refuse(exhibits, booth and display materials and construction elements.) must be displayed properly. Please notify Tüyap whether your company has the capability to undertake this task. If not, Tüyap will ensure the proper disposal of these wastes at a rate of 1000 TL + VAT cubic meter.

### Booth Responsibility

- Booths must be fully equipped and manned at all times.
- Exhibitors should avoid any acts that may inconvenience visitors and other participants.
- Promotional efforts will be restricted to the booths of the exhibitors.
- The volume of any music or video played must not exceed 80 dB at the booth boundaries. Exhibitors in violation of this rule will be warned by Tüyap authorities. If the volume is not reduced within five minutes, power to the booth will be interrupted for two hours. The exhibitors will be responsible for any damage resulting from power outage.

### Fire and Emergency Measures

- Exhibitors are responsible for informing their booth personnel of the nearest fire exits and the use of the extinguishing equipment available.
- Exhibitors who require special fire measures due to the nature of their exhibits are required to take adequate precautions.
- **Access to emergency exits and fire hose reels may not be obstructed by exhibitors under any circumstances.**

### Internet Services

All halls have access to 20 megabit Wi-Fi connections. Please contact the Technical Office for a dedicated connection available for a fee.

### Exhibitor Car Parking

The West-2 Parking Lot which is presented in logistic plan, is allocated for exhibitors.

### Exhibitor Badges and Parking Cards

Exhibitor badges to be worn by all personnel and parking access cards can be picked up at the Fair Secretariat located between Hall 2 and 3, Fair Secretariat-Technical Office at the entrance of Hall 7 and Technical Office at Hall 12 upon signature between 08:00-18:00 on Wednesday October 9, 09:00-18:00 on Thursday October 10 and 09:00-21:00 on Friday October 11.

### Food

High-quality and sanitary food and drinks will be served to exhibitors and visitors in 14 cafeterias that and 2 a-la-carte restaurant that will be open throughout the fair. A pizza restaurant located between hall 2 and hall 3 will serve food and drinks during the setup and dismantling periods. You can buy anything you need from the kiosk behind Hall 10 and from the supermarket within the Shell Gas Station, which are both open for 24 hours.

## Handling and Unloading

The handling of decorations and other materials during setup and dismantling will be carried out by GRUPTRANS, the logistics solution partner of the fair. Should you choose to undertake loading and unloading yourself, you will be required to obtain a financial liability insurance and submit the related documents to the Technical Office. Please note that any assembly which prevents access to water, wastewater, power, pressurized air and other outlets on the ground and fire hose reels mounted within walls will not be allowed. Electrical man-hole covers on the Floor may not be covered and no furniture or electrical panels may be placed on top of these.

## ADMINISTRATIVE

### Cleaning Services

Tüyap will order the cleaning of common areas prior to the opening of the fair. Please contact the Technical Office for cleaning services in your booth available for a fee.

### Security

Tüyap provides security on and around the fair halls, visitor and exhibitor parking areas. Tüyap is not responsible for the security of the booth area and exhibited goods and products. Please contact the Technical Office for dedicated security services available for a fee.

### Health

There is a first aid booth in the main foyer section, and ambulance services are available 24 hours a day. Please contact security in case of a medical emergency.

### Liability Insurance

- Tüyap will not be held responsible for the loss of or damage to exhibited materials.
- Exhibitors are required to carry insurance for their products.
- Exhibitors are required to obtain financial liability insurances for participation in the fair with Tüyap as an additional insurance.
- Exhibitors are responsible for legal liabilities arising out of bodily injury or death of third persons and the loss of client goods and materials.
- Exhibitors are responsible for any damages to the booth area and utilities therein, and will be required to compensate for any damages.

### Legal Restrictions

- Please obtain permission from Tüyap for any photography or audio-video recording sessions.
- Pursuant to the Regulations on the Guidelines and Principles for the Sale and Serving of Tobacco Products and Alcoholic Beverages published in the Official Gazette dated 7 January 2011 and numbered 27808, Sardunya Tourism Investments Food Industry & Catering Services Trade Inc. is the exclusive contractor that can sell, offer and serve alcoholic beverages and provide other catering services for receptions, cocktails and other events to be held at the fair area. No other suppliers may be contracted to provide services. The exhibitor is responsible for all legal consequences.

### Activities Below are Forbidden

- The products and services of non-participants may not be advertised.
- Combustible or explosive materials may not be kept at the fair venue.
- Helium-filled balloons may not be used in the halls under any circumstances.

