

ELEKON & OTOMASYON 2007

GENERAL SERVICE INFORMATION

Fair Catalogue

A Turkish & English fair catalogue will be prepared for the promotion of the fair. Each company will be promoted with maximum 200 words in the fair catalogue. In addition, companies can send texts at the same size, if they represent a foreign company in Turkey.

Closing and Evacuation of the Fair Area

The companies should not evacuate the fair area as the visitors are in the fair, since the fair is promoted at a wide range. Companies can start to evacuate the fair area by Nov 4, 2007 after 18.30 pm.

Cafeteria, Food and Beverage

A cafeteria will be serving to the visitors with cold and hot foods.

Music broadcasting and announcements

There will be continuous music broadcasting and announcement system during the fair visit times. Announcement system can be used only emergency.

Certificate

A certificate will be offered to the companies at the end of the fair.

Entrance Cards

Entrance cards will be prepared for the companies, company staff and stand people to make the entrances easier. Entrance cards will be prepared under the directions of the companies and distributed to the companies before the starting of the fair.

Car Park Entrance Cards

A free car park entrance card will be offered to the companies. The number plate of the car will be registered and the card will be delivered to the companies in return of signature.

Security and Insurance

During the day time, the security of the fair will be provided the security guards. Except the visiting hours, security guards will be serving at the doors and corridors in the fair area.

Press Office

Press office will be at the service of the media staff for their fax, photocopy and e-mail needs. Media staff can require the necessary documents regarding the fair issues.

Decoration

It is forbidden to use flammable and explosive materials in the stands. Companies are responsible for the damages at the stands during the decoration process and companies will directly charged for such damages.

Sound System

ANFA, the fair area owner company, has the music broadcasting in the fair area. So, companies are not allowed to broadcast their own music. But companies can broadcast music at maximum 25 decibel upon the allowance of EUF.

Fair Catalogue Information Form

A Turkish & English fair catalogue will be prepared for the promotion of the fair. Each company will be promoted with maximum 200 words in the fair catalogue. In addition, companies can send texts at the same size, if they represent a foreign company in Turkey.

Here is the content of the catalogue form:

Company logo: Minimum 300 pixel/inch and 5 cm in size.

Company's commercial title:

Headquarter and factory address info: (postal address, telephone, fax, e-mail and web)

Short company history

Products, services, standarts, agencies and distributorships.

Demand Forms

Exhibitor company:

Person in charge:

Address:

Telephone:

Fax:

Signature:

Extra material demand form

(Extra material needs should be written to the table below with the related code numbers and faxed (0212 272 59 00) or e-mailed to Mr. Savaş Özbek (savas.ozbek@tele.com.tr))

Material name	Leasing fee	Material name	Leasing fee
1-		5-	
2-		6-	
3-		7-	
4-		8-	

Materials to becarried	Amount	Volume(sqm)	Weight (kg)
1-		5-	
2-		6-	
3-		7-	
4-		8-	

Fair Catalogue Advertising Demand Form

Place	Colour	Price (Euro)
Back Cover	Only colour	370
Inside of front cover	Only colour	300
Inside of back cover	Only colour	270
Inner pages	Colour and Black&White	200(C) 135 (B&W)

Catalogue page sizes: 120 mm x 220 mm

Advertising copy sizes: 100 mm x 200 mm

Ad copies should be sent in jpeg or tiff format at high resolution.

Latest reservation and delivery date of the ad copy: Oct 19, 2007.

Demand Forms

Exhibitor company:

Person in charge:

Address:

Telephone:

Fax:

Signature:

Telephone demand form

Terms: Telephone line and equipment are under the responsibility of the user during the leasing period of the line. Line should be returned without any damage. Leasing fee for the telephone equipment is 25 YTL, telephone connection is 25 YTL and deposit is 50 YTL. Each of the items will be paid in cash. If the calling amount is higher than 50 YTL, the balance quantity will be paid to EUF in the closing date of the fair.

Signature:

Type of the line	Number of the lines	Purpose of use (POS, calling)
Local		
Domestic		
International		
Wireless Internet		

Free of charge car park form

There will be supplied free of charge car park entrance card for only one of the cars of each company. There should be paid car park fee to ANFA for other company cars.

Number plate of the company car:

Badge card demand form: (Please fax it to 0212 272 33 90 or 0212 272 59 00)

Name list of stand staff:

1-	5-
2-	6-
3-	7-
4-	8-