

# Exhibition Technical Manual

Dear Exhibitor,

We are pleased to share with you this Exhibition Technical Manual.

The Exhibition will be held as part of the **4th Joint Congress of the INS European Chapters (E-INS 2025)** which will take place on **22<sup>nd</sup> – 24<sup>th</sup> May, 2025 in Istanbul, Turkey**

**Venue:**

**Istanbul Congress Center**

Harbiye, Darülbcdai Cd. No:3, 34367 Şişli/İstanbul, Türkiye

Website: <https://www.iccistanbul.com/>

For any questions, please contact:

Aleksandra Sinapova

Exhibition Manager

E-mail: [asinapova@kenes.com](mailto:asinapova@kenes.com) **Exhibitors and Supporters Portal**

The Portal enables Exhibitors and Supporters to:

- Submit Company **logo** and **profile**
- Order **Lead retrieval** (Badge scanners)
- Submit a list of **individual names for badges** based on the number of badges specified in your sponsorship contract
- Order extra **exhibitor badges**
- Submit **booth drawing** (applicable for “Space Only” booths)
- Submit lettering for **Fascia sign** (applicable for “Shell Scheme” booths)
- Submit **other deliverables** as per sponsorship contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Login details to access the Portal have been sent to the company representative who signed the contract.

kindly keep the Exhibitor's Portal link together with your login information on hand for future reference.

## Notes:

- Each company received a **single user account and a password**. These credentials were sent to the primary contact listed in our system (usually the person who signed the contract). This individual is responsible for sharing the login information with any authorized team members or third parties who require access to the portal.
- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your company **logo** and **profile**.
- Please note that access to the portal allows the user to see information from **previous transactions** made by your company with Kenes Group.
- **Only deliverables indicated in your contract**, should be submitted. Items that are not included in your contract will not be processed.

<b>Set up</b>	Wednesday, 21 <sup>st</sup> May <b>Exhibition Set-up- for All Stands</b>	10:00 – 23:00 <i>*Safety Shoes are mandatory</i>
	Thursday, 22 <sup>nd</sup> May DECORATION ONLY	10:00-17:00

<b>Exhibition Opening</b>	Thursday, 22nd May	18:30 – end of Networking Reception
	Friday, 23rd May	10:00-16:45
	Saturday, 24th May	10:30-17:00
<b>Dismantling</b>	Saturday, 24th May	<p>17:30- 19:00  <b>Quiet dismantling</b>  <i>Exhibitors can pack their exhibition materials. They are not allowed to dismantle the booth structure, use forklifts, pallet trucks or trolley</i></p> <p>19:00-23:00  <b>Real dismantling</b>  <i>* Safety Shoes are mandatory</i></p>

The timetable is subject to possible changes in accordance with the scientific program.

Updates to follow up in due time.

**Dismantling of the stands before the official hour is not permitted.**

**All exhibitors should be in their Booth 30 minutes before the official opening hour.**

Please Note:

- Empty crates and packaging material must be removed

after set-up and no later than **Wednesday, 21<sup>st</sup> May at 22:30.**

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- **SAFETY SHOES ARE A “MUST”** during set-up date: **21<sup>st</sup> May** (also for Shell Scheme exhibitors!) and **during dismantling on 24<sup>th</sup> May**. Access to the exhibition hall will **NOT** be allowed without safety shoes.
- Safety Items are always compulsory when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space).
- Access **without SAFETY SHOES is allowed** only during the decoration time – **22<sup>nd</sup> May from 10:00-17:00.**
- No Safety Items are compulsory when: aisles are empty (no construction material); main set up doors are closed, and no more machinery will be on the space (only transpallets allowed); during this time stand builders can be working inside the booth; this time is for exhibitors to start decorating their booths.

## **Off Exhibition Information**

- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Saturday, 24<sup>th</sup> at 23:00** will be considered discarded and abandoned. Any charges incurred for waste

removal will be sent to the exhibitor.

## Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.

## Welcome Reception at The Exhibition Area

You are cordially invited to the **Networking Reception** held in the **Exhibition Hall** on **Thursday, 22<sup>nd</sup> May** from **18:30**. Exhibitors are asked to please man their booths during the Networking Reception in the Exhibition Hall.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	<a href="https://hotels.kenes.com/congress/EINS25">https://hotels.kenes.com/congress/EINS25</a> or email us to: <a href="mailto:booking@kenes.com">booking@kenes.com</a>
Company logo and profile	As soon as possible and no later than Wednesday ,02nd April	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	Tuesday ,15 <sup>th</sup> April	
Text for Fascia (Shell Scheme stands only)		
Lead Retrieval Wireless Barcode Reader		
Badge Order	Wednesday, 07 <sup>th</sup> May	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Furniture Rental	Wednesday, 16th April <i>Orders after deadline (till 05th May) will be charged with a %25 raise. Orders given on site will be charged with a %50 raise</i>	<b>Sedef Grup</b> Esin Bolut Email: <a href="mailto:esinbolut@sedefgrup.com.tr">esinbolut@sedefgrup.com.tr</a> Şevval Çakmanus Email: <a href="mailto:sevalcakmanus@sedefgru p.com.tr">sevalcakmanus@sedefgru p.com.tr</a> Furniture catalogue: <a href="#">click here</a> Furniture order form: <a href="#">click here</a> Electricity order form: <a href="#">click here</a> Graphics order form: <a href="#">click here</a>
Shell Scheme Extras		
Graphics/Signage		
Electricity		

Waste removal	<b>Wednesday, 16th April</b> <i>Orders after deadline (till 05th May) will be charged with a %25 raise.</i> <i>Orders given on site will be charged with a %50 raise</i>	<b>Sedef Grup</b> Esin Bolut Email: <a href="mailto:esinbolut@sedefgrup.com.tr">esinbolut@sedefgrup.com.tr</a> Şevval Çakmanus Email: <a href="mailto:sevvalcakmanus@sedefgru.p.com.tr">sevvalcakmanus@sedefgru.p.com.tr</a>
Daily Booth Cleaning	<b>Thursday, 01<sup>st</sup> May</b>	<b>ICC Istanbul</b> For order form, please <a href="#">click here</a> Contact person: Selin Oklu E- mail: <a href="mailto:selin.oklu@iccistanbul.com">selin.oklu@iccistanbul.com</a>
Security		
Hostesses & Temporary Staff Hire	<b>Please directly contact the hostesses' company</b>	<b>My staff</b> Email: <a href="mailto:oguzhan@mystaff.com.tr">oguzhan@mystaff.com.tr</a>
In-booth Catering	<b>Thursday, 01<sup>st</sup> May</b>	<b>ICC Istanbul</b> For order form, please <a href="#">click here</a> Contact person: Selin Oklu E- mail: <a href="mailto:selin.oklu@iccistanbul.com">selin.oklu@iccistanbul.com</a>
<b>Delivery</b>		
Door to Door Shipments	<b>Please contact MERKUR EXPO LOGISTICS GMBH</b>	<b>Merkur Expo Logistics</b> Patricia Zintel E-Mail: <a href="mailto:patricia.zintel@merkur-expo.com">patricia.zintel@merkur-expo.com</a> Mobile: + 49 (0) 170 2229525 For shipping instructions ,please <a href="#">click here</a> For ATA CARNET EXCEL LIST click <a href="#">here</a>
Truck shipments	5 working days prior to stand delivery date at MURATBEY TIR CUSTOMS / Mirlog warehouse	
Air shipments	5 working days prior to stand delivery date at ISTANBUL AIRPORT (IST).	
Exhibition goods – Direct Deliveries to Congress Venue	<b>Subject to time slot, only full load trucks</b> <b>NB! Please note there should be a person from your side to receive your Deliveries.</b>	

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the “K-Lead” Application. Exhibitors can download the “K-Lead” app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

#### Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **“Quick Scan” Function:** Ability to quickly scan delegates as they enter the symposium hall.

- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using “Kenes K-Lead App.”

**Cost per unit: 700 EUR** (excluding 4% credit card charges fees, excluding VAT if applicable).

**Device is NOT included!**

**Deadline: Wednesday, 07th May**

**Onsite rate of 850 EUR** will be applied for order received after above deadline.

**Unlock the Power of K-Lead Plus:**

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you’re always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: 750 EUR**

**Key Notes for K-Lead and K-Lead Plus:**

- **Device Not Included:** The application must be installed

on your personal or company device (tablet/smartphone).

- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

## Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size. Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
- **The exhibitor badges allow access to the exhibition area and to the *Networking Reception*.**
- Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name. **Please submit the list of individual names via the Exhibitors Portal no later than **Wednesday, 07th May**.**
- Exhibitor badge holders are **not** eligible for CME/CPD credits and will *not* be listed in the list of

participants (if applicable).

- **Exhibitor badges can be collected on-site, from the self service kiosks located at the registration area during registration opening hours. Please note that badges will not be mailed in advance.**
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 500** per badge.

Companies may purchase a maximum number of exhibitor badges as follows:

Booths of up to 60sqm – 15 exhibitor badges

Booths larger than 60sqm – 25 exhibitor badges

#### Notes:

– Deadline for ordering additional exhibitor badges via the Exhibitor Portal: **Wednesday, 07th May**

Link to access the Portal  
<https://exhibitorportal.kenes.com>

– Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.

- All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact [reg\\_eins25@kenes.com](mailto:reg_eins25@kenes.com)

### **REGISTRATION OF STAND PERSONNEL**

In order to be granted access to the exhibition area each individual will need to wear a name badge.

This includes the regular staff from the exhibitor's company

and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will <b>not</b> give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

### List of Exhibitors

Please see all exhibitors listed here:  
<https://e-ins.org/confirmed-sponsors-exhibitors/>

### Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

For most updated floor plan and list of exhibitors, please [click here](#)**Exhibition Hall**

The Exhibition is being held in **USKÜDAR 1-2-3**, which is located on **B2 Floor**.



For more details, please click [here](#)



## Build up Height

- **The maximum build up height** allowed for booth walls is **4 meters**.
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- Electricity comes from the ceiling and floor.
- Shell scheme stand build up is **2.5 meters**. Any part facing neighboring stands that is above 2.5 meters in height needs to be designed with neutral surfaces (white).

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

## **Floor**

**Floor type:** Carpet floor.

**Maximum floor load:** 1000 kg/sqm.

Exhibitors are required to have floor cover or carpeted floor within the stand area.

Every exhibitor has to cover the full rented surface (e.g., carpet or other flooring). Tape used to fix carpet must be fully removable. If tape is used which is not fully removable or leaves traces, additional cleaning costs will be incurred by ICC Istanbul. Oil, grease, paint, and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it which is not completely removable. All additional costs for any kind of contamination will be charged upon actual expenditure by ICC Istanbul.

## **Ceiling Rigging**

**Ceiling hanging is not permitted.**

## **Raised Floor / Platform**

- The organizers and **Sedef** (official contractor) must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information **Sedef** will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by **Sedef** are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep

those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

- The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.
- Please note that if your booth has a platform, you are required to provide a **ramp** to ensure access for people with disabilities.

## Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering and booth number
- 2 electric outlets
- Electricity included/1 spot per 5 m<sup>2</sup> (3kw monophase sockets included)
- Blue carpet

### Booth Package does not include:

- In-booth daily cleaning
- Furniture



**Extra Electricity, furniture, graphics** and other products and supporting services can be ordered via the order forms in the above exhibition table.

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name.

## **Fascia Sign**

\*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths).

Please submit lettering for fascia via the Exhibitor's Portal.

**Deadline: Tuesday ,15th April**

You can submit your design/Facia on the Exhibitors' Portal:  
<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

*\*Note regarding fascia: except spelling, pay attention to the use of capital and under cast characters. If your fascia text is not received by this date, we will provide you with a fascia title as per your company name submitted with your profile. If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.*

## **Technical Information and Regulations for Shell Schemes Booths**

- All basic shell scheme booth will be designed and built by the **Sedef** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Tuesday ,15th April**.
- No free-standing stand-fitting or display(s) may exceed

a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.

- Under any circumstances, it is not allowed to cut, nail or drill into or through the walls, facia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Tuesday ,15th April** – it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with **blue carpet**. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the **Sedef** – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the **Sedef** – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

### **Space Only Booths**

Exhibitors using independent contractors are required to submit the following for the organizer’s approval:

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, water and drainage – a list of all appliances
3. The name and contact details of their construction company.
4. **Any modifications to an approved booth design, no matter how minor, require prior notice and additional review. Booth design must strictly adhere to the original approved layout**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

**Deadline: Tuesday ,15th April**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see – through areas that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.** You are only allowed to build walls that cover third of each side.
- **Island booths should be partly accessible on all “open” sides.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered.
- 360-degree suspended banner/logos are only permitted for **island booths.**
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Please note that if your booth has a platform, you are required to provide a ramp to ensure access for people with disabilities.

- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- For booths sharing a border with another booth: the reverse side of any hanging banner must be plain white or gray, without any logos, graphics, or wiring. Hanging logos and advertisements must not face neighboring booths. Be sure to check this when approving booth designs.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).

- **Ceiling rigging is not permitted**
- Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.
- The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazard. Advertising on the boundary with other stands is prohibited.
- \*\*For our reference, see below an image showing sloped edging.



### **Kindly note:**

The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.

- Work cannot commence until the booth drawings are approved by the organizers.
- The used spaces must be returned to the **ICC Istanbul** completely clear of all items and the Exhibition areas restored to their original state. **Electricity and Electrical Installations for Space booths**

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by **ICC Istanbul**.

**ICC Istanbul** is the only company allowed to connect any kind of device directly to the main power sources.

Only **ICC Istanbul** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from **ICC Istanbul** and to pay for the electrical consumption according to his power needs.

- The **ICC Istanbul** will check that the official electrical

switchboard is not removed from the booth.

- Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- **ICC Istanbul** staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

**Please note the following:**

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by **ICC Istanbul**.
- **ICC Istanbul** only could provide electricity from the electrical ducts on the floor.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place on the space they need them.

ICC Istanbul provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and prevent any accidents overnight.

At the end of the day the booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. **ICC Istanbul** won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to the **ICC Istanbul** switchboard it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth managers will have to make sure the general lights are turned off.**Booth Cleaning**

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to the **Cleaning order form** – [click here](#).

Any company cannot clean the venue facilities surfaces to avoid damage on them.

## **Internet & Wi-Fi**

For internet ,please contact [asinapova@kenes.com](mailto:asinapova@kenes.com)

### **Important:**

Please be advised the Private Wi-Fi networks installations in the stand is not allowed.

The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas.

This public Wi-Fi connection is limited for basic web browsing

or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

## Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither **ICC Istanbul** nor the organizers can accept responsibility for the security of the stands and their contents. **ICC Istanbul** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the **order form** – [click here](#).

## Booth Catering

Food & Beverages service is an **exclusivity** of **ICC Istanbul**.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with:

**ICC Istanbul**

E- mail: [selin.oklu@iccistanbul.com](mailto:selin.oklu@iccistanbul.com)

Order form: [Click here](#)

If you would like to bring any coffee machine or barista, you are welcome to do so on your booth or if you're interested to hire one please contact **ICC Istanbul** at [selin.oklu@iccistanbul.com](mailto:selin.oklu@iccistanbul.com)

**Important:**

- It is not allowed to enter any kind of Food & Beverages from outside the venue.
- This exclusivity also includes all types of catering equipment such as juicers, popcorn machines, etc.
- ICC Istanbul reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

In case to have any other doubts about F&B please contact the organizers or the **ICC Istanbul** at [selin.oklu@iccistanbul.com](mailto:selin.oklu@iccistanbul.com) to avoid misunderstandings once the event started.

## **Storage**

**ICC Istanbul** has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur Expo Logistics GmbH team (payable service).

**Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.**

Please contact Merkur Expo Logistics GmbH with information on sizes and number of parcels, size, and storage period.

**E-mail:** [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

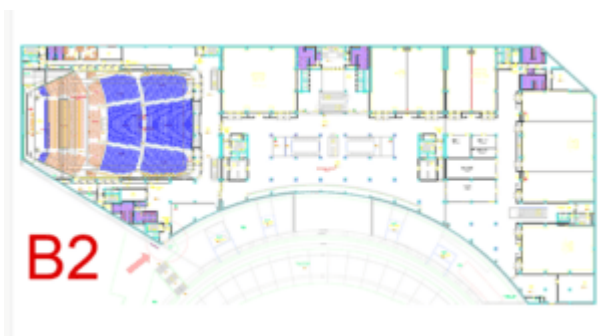
Shipments sent directly to the venue prior to the set-up

period, will be refused by the venue.

Once the event & dismantling are over, the **ICC Istanbul** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the **ICC Istanbul** takes care of the removal of these items, it will be charged to the exhibitor.

**For access to the goods/ lorry entrance/ Lifts:**

**Dragon Gate**



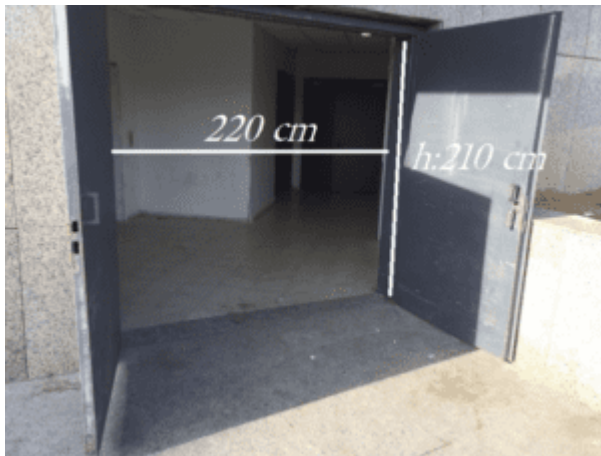
Please note that **MERKUR EXPO LOGISTICS GMBH Expo Logistics GmbH** is the exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

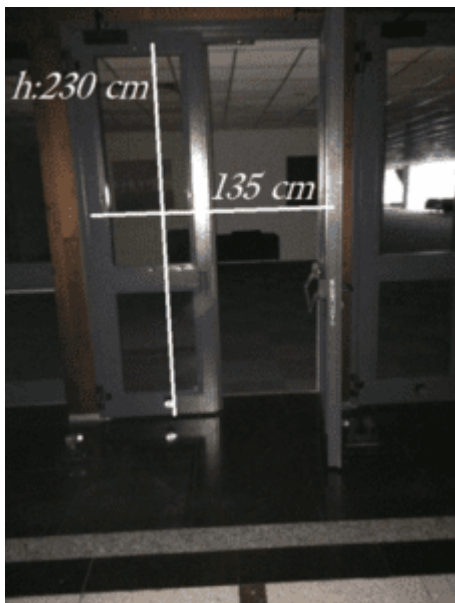
## Doors

### Exterior Doors:



### Interior

doors:



### Exhibition entrance doors



## Parking

For more details, please click [here](#).

## Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

**Important note:** companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

## Access for Deliveries

Please be advised that neither the Organizers nor **ICC Istanbul** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Wednesday, 21<sup>st</sup> May, 2025**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

## Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Congress venue.

Information, pictures, location and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/EINS25> or email us to: [booking@kenes.com](mailto:booking@kenes.com)

It is not permitted to bring animals into the ICC Istanbul.

## Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

## Health & Safety

- It is the responsibility of the booth holder to ensure

the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.

- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

## **Children**

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

## **Compressed Gases**

Use of compressed gases is not allowed.

## **Damage to the Building**

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

## **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the ICC Istanbul in removing this property will be charged to the exhibitor.

## **Fire Regulations**

- Booth material and fittings must be non-flammable or

impregnated with fire-retardant chemicals.

- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the ICC Istanbul

### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

### **Smoke**

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

### **Heavy Weight Element / Large Machinery**

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the ICC Istanbul will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the ICC Istanbul and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the ICC Istanbul has the complete information, the unloading of the element will be approved or rejected.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the ICC Istanbul are not allowed.

### **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the ICC Istanbul their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### **Liability**

- Exhibitors are responsible for all property damage as

well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the ICC Istanbul or any part thereof in any manner whatsoever.

### **Sound equipment and Music**

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights

should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

## **Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the ICC Istanbul cannot accept liability for loss of or damage to private property or goods.
- Neither ICC Istanbul nor the organizers can accept responsibility for the security of the booths and their contents. The ICC Istanbul as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via the ICC Istanbul exhibitor online shop.

## **Personal Transportation Vehicles**

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

## **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or

disturbances in the gangways or at neighboring booths.

- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film in their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.
- All filming must be used solely for educational purposes and the copyright will be owned by EINS unless agreed otherwise in writing. The company should in writing inform the organisers of their intention to film, describing the subject and the purpose of the activity. Filming and audio-recording will only be allowed once written confirmation is received by the applicant from the organisers.

### **Smoking Policy**

The **ICC Istanbul** operates a **NO SMOKING** policy in ALL halls.

### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the booths.

No permission will be given for projection in the aisles or on

the walls of the hall.

## **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the **ICC Istanbul** /or the organizers at the expense of the exhibitor concerned.

The ICC Istanbul reserves the right to access inside the booth in order to check the compliance with the ICC Istanbul regulations.

At all times you must consider the staff's logistics ICC Istanbul indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.CUSTOMS CLEARANCE:

Below important points concerning trucks to be cleared at Turkish BORDERS;

- ROAD / BULGARIA – KAPIKULE BORDER TURKIYE
- RoRo / Trieste ITALY – Istanbul Pendik Border TURKIYE

Only ATA CARNET shipments can be cleared directly at the border.

Items under Invoice (consumables /permanents AND/OR Temporary ) can NOT be cleared at border,

So do not load them into the same truck!

No issuance of T1 or T2 document for dedicated truck with only ata carnet cargo (ata carnet clearance 36 hrs at border)

Also, no issuance of MRN, no other export declaration → **only ata carnet**

In case of arrival with T1 document or MRN, truck must drive to inland customs and unload complete cargo:

Groupage or any trucks with T1 / T2 or who issued MRN must be consigned to our company name and address only,

Means that hauler must unload and register their complete cargo manifest to Istanbul MURATBEY inland customs to close their T document as consignee = GRUPTRANS, this mainly takes m/m 1 x working day for the hauler ;

Afterwards we as consignee will be able to start our 1 x week clearance at MURATBEY inland truck customs.

**Please send documents no later than May 5th**

**All papers are to be pre-checked before packing,**

**Documents are to be pre-issued and pictures are to be taken before packing them, as the pictures are to be provided to customs.**

**The customs office may ask to change some descriptions or change HS codes for smooth clearance issues.**

Serbia is not in EU and trucks should not leave EU and not cross via Serbia, as then it will be not possible to clear at the border,

Because customs in Serbia taking all export pages from the ATA CARNET, Bulgaria Border cannot close the Ata Carnet which leads to very serious problems and delays all the customs procedure.

Sample Route :

France – Germany – Austria – Hungary – Romania – Bulgaria – Türkiye / **Kapikule Border**

Or any EU country down to Italy / Trieste via RoRo to **Istanbul Pendik Border** / Türkiye

### **IMPORTANT for ATA CARNET;**

- ATA CARNET – must show GRUPTRANS as representative (section B) otherwise attached POA requested.
- Serial numbers, clear description, model / brand name must be mentioned on ATA CARNET
- ATA CARNET excel – is to be filled in same way as the ata carnet general list
- POA – only attached format will be accepted. MUST be stamped + SIGNED by same COC issuing ATA CARNET
- PACKING & LIST – packages must be easily opened for exam and need list with dimensions + weights / per each
- PHOTOS of all items clearly showing serial no/brand name + model numbers to be attached to the ATA CARNET

**ATA Carnet section A** → should be the exhibitors name / if not ; than contracted exhibitor must issue letter,

confirming that this shipper issued ata carnet for their goods concerning this event,so this will be than the proof to the organizer that this ATA Carnet is for the stand of their contracted exhibitor,based on this organizer can mark real exhibitors name and ata carnet holders name on the official participation letter for customs authorities, so that GRUPTRANS can clear the ata carnet for this event with organizers proof to customs

### **TRAFFIC REGULATIONS**

Some streets could be closed by the municipality or governorship for **19 May 2024 / Commemoration of Atatürk, Youth and Sports Day**, there are also general traffic restrictions & limits for trucks entering city center from 07:00 hrs – 22:00

hrs (can also be changed by the municipality or governorship in Istanbul)

If you need further informations, please contact Merkur-Expo Logistics GmbH.

Ms. Irit Sofer – [Irit.sofer@merkur-expo.com](mailto:Irit.sofer@merkur-expo.com) **Merkur Expo Logistics GmbH** has been appointed by Kenes as the sole official freight forwarder, customs broker, and handling agent for **E-INS Istanbul 2025** .

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

### **Instructions shipments via warehouse**

- The venue does not accept shipments that are sent directly
- **Merkur Expo Logistics GmbH's** responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.
- You can arrange your shipment to the warehouse with any carrier or courier service or contact Merkur to get a quote for door-to-door shipping. We recommend door-to-door service to avoid too many parties involved.
- All shipments are subject to customs clearance and must be accompanied by a commercial invoice for customs purposes. For shipments of high value that need to be returned after the event, we recommend opening a carnet

in the country of origin.

- All shipments must be sent on a prepaid basis, Incoterm DDP (Delivered, Duties Paid).
- Handling costs according to official tariff.
- Kindly note that 19 May 2025 Monday is holiday, Customs-offices are closed and sure there can be specific traffic restrictions in the city center

### **Courier shipments**

- We strongly recommend sending your courier shipment to the advance warehouse only. Couriers face problems delivering shipments to the venue on a regular basis.

### **Instructions direct deliveries**

- Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)
- Due to the limited space and tight schedule, all unloading operations will be carried out exclusively by **Merkur Expo Logistics GmbH**.
- You can organize this transport yourself or contact us for a quote for the door-to-door trucking service.
- Please make sure that you register for a time slot for your truck within the specified deadline

## **Merkur Expo Logistics GmbH**

Patricia Zintel

E-Mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Mobile: + 49 (0) 170 2229525

For shipping instructions and tariff please [click here](#)

For ATA CARNET EXCEL LIST click [here](#) We are committed to sustainability and we encourage all of our exhibitors to do

the same. [CLICK HERE](#) for some practical tips and tricks that you can implement right away.

## **Official Contractors:**

**Electricity / Booth signage/ Booth fittings/ Furniture**

### **Sedef Grup**

Esin Bolut

Email: [esinbolut@sedefgrup.com.tr](mailto:esinbolut@sedefgrup.com.tr)

Şevval Çakmanus

Email: [sevvalcakmanus@sedefgrup.com.tr](mailto:sevvalcakmanus@sedefgrup.com.tr)

### **In-Booth Catering**

### **ICC Istanbul**

For order form, please [click here](#)

Contact person: Selin Oklu

E- mail: [selin.oklu@iccistanbul.com](mailto:selin.oklu@iccistanbul.com)

### **Freight Handling & Customs Clearance Agent**

### **Merkur Expo Logistics GmbH**

Patricia Zintel

E-Mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Mobile: + 49 (0) 170 2229525

For shipping instructions ,please [click here](#)

---

## **Kenes Group Contacts:**

**Conference Secretariat**

**Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

### **Exhibition Manager**

Aleksandra Sinapova

**Kenes Group**

Tel: +41 22 9080488 Ext: 217

Email: [asinapova@kenes.com](mailto:asinapova@kenes.com)

### **Sponsorship and Exhibition Sales**

Victoria Eskenazi

**Kenes Group**

Tel: +972-3-9727986

Email: [veskenazi@kenes.com](mailto:veskenazi@kenes.com)

### **Registration**

Melissa Gynesh

**Kenes Group**

Email: [reg\\_eins25@kenes.com](mailto:reg_eins25@kenes.com)

 **Print**  **PDF**  **Email**