

## CONTRACT TERMS & CONDITIONS

- Clause 1: Participant (Exhibitor or Sponsor Company) is required to send the signed application form and make the related payment to KENES GROUP (Organizing Secretariat) in order to be an exhibitor or sponsor in the mentioned organization. Following this process, KENES GROUP will send an official document to the participant company that is confirming the sponsorship or stand rental.
- Clause 2: The application form will be signed by the Participant and KENES GROUP. The validity of the application form depends on the agreement between all parties on all conditions required in this document.
- Clause 3: Participant's liability starts with the signage of the application form. By declining to attend the exhibition, Participant will not be released of their liabilities.
- Clause 4: KENES GROUP will prepare the exhibition area as the stand areas have been marked, any additional requirements have been provided. The stand area to be rented to the Participant, will be signed on the exhibition floorplan, the stand number, size and payment conditions will be indicated in the application form. In the case Participant requires a shell scheme package (with an additional cost), the company name will be written by KENES GROUP with a type size that can be read easily by the participants.
- Clause 5: Participant is obliged to get the approval of KENES GROUP for the design of their special stand project. KENES GROUP is authorized to check the project in detail and make necessary arrangements in order to provide the convenience of the project.
- Clause 6: KENES GROUP has the right to re-arrange the exhibition floorplan and change the stand places upon request of an exhibitor or due to any eligible reason. The maximum stand height will be announced in the exhibition technical manual.
- Clause 7: The exhibition/sponsorship fees are calculated;
- I. Stand space indicated on the exhibition and sponsorship booking form.
  - II. Sponsorship benefits mentioned under the related sponsorship title listed in this prospectus.
  - III. Providing the information office services
  - IV. Providing the general security and cleaning services of the exhibition area (participants are obliged to clean their stands)
  - V. Participants are responsible from the safety and insurance of their products within their stand areas.
- Clause 8: The services which are not included in the exhibition/sponsorship fee and can be provided additionally due to Participant's additional order and payment are listed as below:
- I. Additional exhibitor badge(s)
  - II. Phone and/or internet lines
  - III. Catering services
  - IV. Additional stand equipment including furniture, AV equipment, floral decoration, etc.
- Clause 9: Participant has the interior design of the stand done on their own budget. Participant is liable to have a competent staff work at their stand who can give technical and commercial information to the participants within the exhibition opening hours.
- Clause 10: Exhibition area will be open between the dates mentioned in the exhibition information section of this document.
- Clause 11: Exhibition set-up hours has been mentioned between in the exhibition information section of this document. Participants are only being allowed to proceed of the set-up of their stand only for decoration work in that timeframe. On the closing day of the exhibition all the stands should be dismantled and cleared out between the hours indicated in the exhibition information section of this document. KENES GROUP has the right to throw out the materials which are not taken out from the stand area within this dismantling time without any prior warning. Any damages and expenses occurred has to be covered by the Participant.
- Clause 12: Exhibition organized by KENES GROUP might completely or partly becomes impossible to be operated due to force majeure (circumstances that are not under the control of KENES GROUP, such as interventions of government or any other official authorities, war, strike, riot, coup d'état, quarantine, epidemic diseases, civil turmoil, natural disasters etc.). In the case of occurrence of any of the above mentioned reasons, KENES GROUP does not admit any liability.
- Clause 13: Participant that signs the acceptance form is obliged to correspond to the exhibition terms and conditions, as well as the exhibition timetable.
- Clause 14: CANCELLATION POLICY: All cancellation requirements have to be sent to KENES GROUP in writing. For cancellations received until **January 1, 2019**, full payment less the bank charges will be refunded within 15 days after the exhibition dates. For cancellations received between **January 1 and January 15, 2019**, 50% of the payment will be charged as a penalty and the rest, less the bank charges will be refunded. The refunds will be made within 15 days after the event dates. For cancellations received on or after **January 15, 2019**, full payment will be charged and no refunds will be made.
- Clause 15: Any activities within the stand area such as distributing promotional materials, organizing a special activity for the participants, serving food & beverage, using any audio visual system, etc. should not disturb the exhibition in general, as well as the participants of the conference and exhibition.
- Clause 16: Participants are not allowed to make any promotion for their companies and/or products out of their rented stand area, or anywhere place which have not been indicated in the sponsorship benefits listed under the related sponsorship title.
- Clause 17: In the case the Participant causes any material damage in the event venue they are obliged to make restitution for the related damage.
- Clause 18: In the case the Participant exceeds their stand area size, they should dismantle their stand and set-up again with the correct size.
- Clause 19: The regulations of the event venue will apply for food & beverage services in the stand area. Therefore, Participant is required to inform KENES GROUP prior to the organization dates regarding the food & beverage services planned within the scope of their participation.
- Clause 20: ACCELERATION – INTEREST CONDITION; The payment plan is as it is indicated in the application form, and in the case of any delays in any of the payments due to any reasons, the full amount of the deferred payment will become due and has to be paid immediately. For the collection of the due amount, a default interest of %10 will be applied per month between the default date and the payment date.
- Clause 21: INTEGRITY OF THE AGREEMENT; this agreement includes all agreed correspondence between both parties and takes the place of all prior written or verbal correspondences. Any changes on this agreement has to be done in writing and signed by the authorized representatives of both parties.
- Clause 22: DIVISIBILITY OF THE AGREEMENT; Any court ruling about disallowance of any of the clauses of this agreement (no matter completely or partly) will not affect other clauses to be applied.
- Clause 23: TERMINATION OF THE AGREEMENT; Termination of the agreement does not affect the rights and liabilities of both parties arises from this agreement before the time of termination. In the case this agreement is terminated under the mentioned circumstances, KENES GROUP will not be under any liability to the Participant, and Participant accept and commits that they will not claim anything including a compensation for any losses or lack of profit.
- Clause 24: CONDITION OF PROOF; KENES GROUP's records will be considered valid in the case of any conflicts arises between both parties.
- Clause 25: CONDITION OF AUTHORIZATION; Istanbul Courts and Istanbul Enforcement Offices are authorized for the settlement of any conflicts arises from the implementation of this agreement.
- Clause 26: These agreement conditions are a part of the application form, and become effective by signing the application form.
- Clause 27: This agreement is consisting of 27 clauses.