

The Bridge to the Future of Natural Gas



INGAS

2017 7. ULUSLARARASI DOĞALGAZ KONGRE & FUARI
7TH INTERNATIONAL NATURAL GAS CONGRESS & FAIR

2-3 November 2017 • Haliç Congress Center



Fotoğraf: Tufan Kartal

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HHB-EXPO
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İGDAS 
"Sky Friendly"

THIS FAIR IS ORGANISED WITH THE PERMISSION OF THE UNION OF CHAMBERS AND COMMODITY EXCHANGES OF TURKEY IN ACCORDANCE WITH THE LAW NUMBER 5174.



ISTANBUL METROPOLITAN MUNICIPALITY

GENERAL INFORMATION

Name of the Fair : 7th International Naturel Gas Congress & Fair

Date of the Congress : 2-3 November 2017

Date of the Exhibition : 2-3 November 2017

Exhibition Area : Haliç Congress Center

Address : Sötlüce Mah. Karaağaç Cad. No.19
34445 - Beyoğlu / İstanbul / Türkiye

Visiting Hours : 09.00 - 18.00



PARTICIPANT WITH STANDART BOOTH

Equipment and services to be provided by HHB Expo

If you choose to participate with the standard package stand during the contract, the services to be offered in your stand are listed below and shared for visual purposes.

1. A booth with aluminum divisional panels,
2. Installation of the booth, floor carpeting,
3. Power and lighting installations,
4. 100 Watt lighting fixtures per 3 sqm,
one cable multiple plug and
fascia board for each booth,
5. One table and 3 standard chairs for each booth,
6. 1 Info desk,
7. 1 Trash basket.



PARTICIPATION WITH SPECIAL DECORATIONS

Sedef Group provides creative and modular booth designs and application services designed according to the requests of the participants at a convenient cost with many alternatives ranging from rental, sales or use of the booth in more than one fair.



sedefgrup

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Exclusive Booths and Applications

Application Deadline: 23 October 2017

Technical Service Office

For technical requirements you can contact with;

Miray Karacula, Operations Executive

Mobile: +90 532 354 26 34

miray@hhbexpo.com.tr

BOOTH INSTALLATION DETAILS

Emplacement and Settling

Participant with Booth	1 November 2017, Wednesday
Start & End Time's	08.00 – 23.00

Exhibiton Period

Date	Opening	Closing
2.11.2017	09.00	18.00
3.11.2017	09.00	18.00

Disassembly and Unloading

Date	Opening	Closing
3.11.2017	18.00	23.00

- * The exhibition area can be visited only after the Exhibition Opening Ceremony.
- * All participants of the exhibition should adhere to this time schedule.

IMPORTANT RULES

Standard - Modular Stant Application

The contract for participation with a booth includes the booth construction, the drawing of which is given below, that consists of aluminum profiles and similar division elements.

Booths are built with aluminum beams, wall panels and melamine coated chipboards.

For lighting, one 100 W spotlight is attached to the ceiling carrier profile per 3 meter squares. The name of the company and the booth number is written on the fascia board on each booth.

The size of a wall panel is 234x94,5 cm, the sign is 200x29 cm and the info desk is 94,5x81 cm.



Extra Materials and Services Sale

All materials and services you may need before exhibition or at the exhibition area will be provided by Extra Materials and Services Sale department. You may require extra materials and services by filling out the relevant forms. In order to facilitate and accelerate the activities of our participants, our department provides free of charge technical assistance before and during the exhibition.

Extra Services and Materials

All technical equipment, materials and exhibition booth furniture are subject to specific renting terms during the exhibition. All equipment are permanently in the possession of the organization. Damaged or lost equipment will be invoiced to the participant.

The application you will make for your booth services and materials orders before emplacement and settlement of the exhibition will allow you to enjoy priorities and discounts in the provision of materials.

Special Decorations

- The exhibition area is delivered empty to the participant companies who prefer participating the exhibition with a specially decorated booth.
- Height of Special Decorated Stands Kuleli Block, Gallery 2 and Sadabad Auditorium, maximum 3 meters. It is suggested that participating in special decorations should inspect themselves absolutely in the field. **Participants who will have special decorations in their booths are especially recommended to inspect their locations at the exhibition area by themselves.**

IMPORTANT RULES

- Private decoration solid interior cleaning belongs to the participant.
- The in-booth cleaning of special decorations is under the responsibility of the participant.
- During Disassembly & Unloading, participants are particularly required to leave the booths and booth areas clean at the end of the exhibition.
- Participants who wish to participate in the exhibition with a specially decorated booth must have their booth projects approved by the settlement, planning and organization department by **29 September 2017** at the latest.
- When participants who will participate with a specially decorated booth send their projects to the organizing company, they shall communicate the contact information of the companies that will construct/decorate their booths.
 - Companies that will carry out activities within the exhibition area must make a work permit card application for their personnel to be on duty at the exhibition area.
 - Work permit forms shall be filled out and delivered to us by **29 September 2017** at the latest.
 - The work permits are valid during preparation, exhibition and disassembly periods. Work permit cards must be pinned in a visible way while working.
 - Please obtain the work permit form at HHB Expo Istanbul office. The relevant form should be filled out and returned to us by **29 September 2017** at the latest. Otherwise, access to the exhibition area will be denied and persons who do not have cards will not be able to carry out their activities.

Ceiling Heights

- If you are not sure about the location of your booth area, please refer to the organizer.
- Please bear in mind that ceiling height cannot be more than 3 meters at Gallery 1, Pera Building and the Haliç Building. **Participants who wish to have their booths specially decorated are especially recommended to inspect their location at the exhibition area themselves.**
- Participants are requested to take the overall aesthetic structure of the exhibition into account and take notice of the warnings issued by the exhibition management.
- Technical Connections All work rights in the service department belong to the authorities of organizer company firm. **Unauthorized operation is detected.**

Cleaning – Garbage and Wastes

- Overall cleaning of the exhibition area shall be done during Preparation, Exhibition and Disassembly periods.
- On the last day of the Preparation period, the entire area shall be cleaned.
- HHB Expo is not responsible for the cleaning of in-booth areas. It is only responsible for delivering the booths in the context of booth packages clean. Participant companies are responsible from the cleaning of their own booths in the subsequent days.
- The general cleaning of the Hall/Area will be done so that they will be clean in the morning of the event's opening day.

IMPORTANT RULES

- During the event, the general cleaning of the exhibition area requires emptying of wastes and trash cans every day before opening.
- During the event, while the general hall/exhibition area cleaning is done, participants are required to put their wastes and garbage in front of their booths in plastic bags or garbage containers.
- The garbage will be collected by employees.
- Garbage will be collected three (3) times a day, at 11:00 a.m., 03:00 p.m. and by the end of the event, and the areas between booths will be cleaned.
- The in-booth cleaning is under the responsibility of the participant. If you want your booth to be cleaned every day, please contact with HHB Expo's Istanbul office.
- Participants should leave the booths and the booth areas clean during disassembly before leaving the exhibition area.
- All sorts of leaflets, promotional materials and wastes of materials used in the booths are considered within this scope, and the participant will be charged a fee for the cleaning of the wastes and garbage left behind.

Security – Insurance

- The security of the exhibition area (during preparation, exhibition and disassembly periods) is provided by a security company specified by Haliç Congress Center for 24 hours a day.
- The exhibition area is checked by security guards and CCTV.
- CCTV is to maintain general security and order rather than providing security for the booths.

- Security guards are authorized to give warnings and take the measures they deem necessary regarding restrictions and prohibitions specified in the contract and the exhibition guide as well as protecting security of life, preventing robbery, unauthorized and illegal access.
- Participants are responsible for maintaining security inside the booths.
- Materials and equipment present at booths for which extra security services are purchased will be identified (in terms of number and condition), and recorded in the relevant written report.

Air Conditioning

- All halls are equipped with efficient ventilation, heating and cooling systems.
- In order to use the system in an efficient way, please make sure that the ventilation outlet is not blocked when you set up your booths.

Branding

- It is forbidden to hang visual materials on the walls, columns or the floor by drilling. In case such an act is detected, the cost of repairs will be billed to the participant company.
- It is forbidden to hang visual materials on spotlights, heat and smoke detectors, ventilation outlets or emergency exit signs.

Floor

- It is strictly forbidden to modify, damage or stain any area in the halls (walls, columns, the floor etc.).
- In the event that the participant uses its own coating material, it is strictly forbidden to glue it with a chemical or nail it on the floor.

IMPORTANT RULES

- It is forbidden to apply paint, grout or any other chemical directly on the floor of halls.
- For carpeting or similar applications, a masking tape which does not leave any residue when ripped off from walls and columns should be used and then a double-sided tape should be applied thereon.
- In case participants makes an installation on the facility floor without overlaying any additional coating material for maintenance, all damages such application might cause on the floor will be determined and billed to the participant company.
- The ground weight per meter square deemed appropriate for the entire building is 500 kilograms.
- Single point loading should not be allowed, and weight should be distributed instead.

Fire Protection

- All halls are equipped with fire extinguishers.
- Blocking and/or replacing the points where these materials are located during the construction of booths is strictly forbidden.
- Exhibition booths are required to be made of non-flammable or fire-resistant materials.
- When required, company authorities will be asked to submit documents proving that the materials used are fire-resistant.
- Blocking the zones at which fire cabinets and emergency exits are located is strictly forbidden.
- It is strictly forbidden to cut and paint materials inside the halls and foyer areas.

- Cutting and welding operations of materials to be used in the booths should be made in advance, before these materials are brought to Haliç Congress Center exhibition area.
- In the event that materials must be cut or welded at the exhibition area, these operations must be carried out outside the building and at the area specified by Haliç Congress Center.
- The participant company shall take the above mentioned conditions into consideration while it is planning its booth designs.
- Otherwise, HHB Expo and Haliç Congress Center have the right to stop the installation.

Settling Schedule, Working Hours and Disassembly

- Working hours shall not be extended at the settling period.
- All booths must take the hours specified for installation period into consideration. Booths must be ready when the fair and the congress will be opened.
- As of the closing time on the last day of the event, HHB Expo shall not be liable from any lost/damaged materials, equipment etc. Booths and materials that are not picked up from the exhibition area after disassembly will be discharged, and the discharge fee will be invoiced to the participant company.
- If any damage is detected during disassembly, the relevant damage shall be recorded by security personnel. The cost of damage will be billed to the participant company.
- Power and lighting services will be available inside the exhibition area during disassembly procedure.

IMPORTANT RULES

Other Rules

- Any catering company will not be employed other than the one Haliç Congress Center (HCC) has been working together under an agreement.
- All catering services within the scope of the event will be provided by **ALIA GURME GIDA VE TURİZM İŞLETMELERİ A.Ş.**, i.e. the catering company with which HCC has an agreement.
- For your catering requests regarding the booths, please contact with HBB Expo's Istanbul office.
- Any sound, lighting, graphics and stage services company other than the one contracted with HCC will not be employed.
- Please contact with HBB Expo's Istanbul office regarding your sound, lighting, graphics and stage services requests within the scope of the organization. These services will be provided by the HCC contracted **PIA SAHNE TEKNOLOJİLERİ A.Ş.**
- HCC shall not be referred as the delivery address for any consignment or material related with the event.
- HCC shall not be held liable for the reception of or any damage that might arise with regard to such consignments or materials.
- HCC assumes no responsibility for disappearance, theft or damage of property which belong to the participant.
- HCC will act according to the Lost Property Procedure regarding the property found during preparation, exhibition and disassembly periods.
- It is forbidden to use empty halls and other venues as storage space without written consent of HCC.
- All employees assigned by the event holder in Installation, Exhibition and Disassembly procedures must act according to public decency.
- In the contrary case, the relevant personnel will be escorted out of HCC by HCC security guards.
- It is forbidden to smoke in all closed areas.
- In the contrary case, legal action shall be taken in accordance with the relevant.

HHB-EXPO

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