



## APPLICATION FORM

Name and job title of applicant: Mr / Mrs .....

Acting for the following company (name/legal form) .....

Address .....

Postal code ..... City ..... Country .....

Telephone ..... Twitter account.....

VAT nr..... Website.....

Stand manager (person to whom all practical information will be sent) .....

Personal e-mail address of stand manager .....

General e-mail address .....

**Invoices will only be sent by e-mail** – please give the correct address.....

All correspondence in ☐ English ☐ Turkish

### ADDRESS TO WHICH INVOICE SHOULD BE SENT (if different from the above address):

Company .....

Address .....

Country..... Postal code..... City.....

VAT nr. .... Reference/PO .....

If the invoicing address has to be changed at a later date, a charge of EUR 50,00 will be made for administrative expenses.

Exhibitors must be manufacturers or exclusive importers, with a minimum of a national distribution network. The exhibitors can only present new products, materials, applications or services, that have been approved for ARCHITECT@WORK Istanbul 2019 by the Turkish judging panel (consisting of both architects and interior designers). Products are assessed based on their degree of innovation and based on the information provided by the exhibitor. The judging panel performs the selection per product and per edition and the judges are not required to motivate their decision, which is final and binding. If a minimum of one product has been approved, the applicant is obliged to participate in ARCHITECT@WORK with the selected product(s). In order to guarantee a well-balanced selection of exhibitors, a quota system per sector is applied.

### YOUR COMPANY'S ACTIVITY (thank you for indicating your sector) :

#### ☐ Carcass / Building envelope

- ☐ Roof construction, loadbearing structures
- ☐ Roof covering
- ☐ Drainage and rainwater systems
- ☐ Insulation, air & water tightness
- ☐ Façade & exterior cladding
- ☐ Exterior joinery

#### ☐ Building systems

- ☐ Heating, air conditioning
- ☐ Renewable energy
- ☐ Plumbing
- ☐ Sanitary ware
- ☐ Electricity & controls
- ☐ Fixed lighting

#### ☐ Interior finishing

- ☐ Interior layout/design
- ☐ Interior joinery
- ☐ Partition walls and ceilings
- ☐ Door fittings
- ☐ Floor coverings
- ☐ Wall coverings and decorative panels
- ☐ Paints and adhesives

#### ☐ Services, IT & Media

#### ☐ Organisations & trade associations

### Organisation

Xpo Fuarçılık Ltd.Sti  
Esentepe Mah. Büyükdere Cad.  
Oyal İş Merkezi  
No:108-1 Kat:9 D.No:912  
PK:34394 Şişli/İSTANBUL  
Tax Office: Beyoğlu  
VAT: TR8590610579

### Contact

Nilay Depickere  
Nadine Coudyser  
T. +90 (0)212 999 59 48  
turkey@architectatwork.eu  
www.architectatwork.eu

The applicant commits to present the **following innovation(s)** at ARCHITECT@WORK Istanbul 2019:

.....

### The applicant is:

- ☐ manufacturer
- ☐ exclusive importer for the brand ..... by ..... (at least for Turkey )
- ☐ exclusive representative for the brand ..... at ARCHITECT@WORK Istanbul 2019 with the confirmation of the manufacturer or exclusive importer (hereby)
- ☐ institution (trade association, media, ...)

**Please note:** Along with or shortly after your provisional acceptance (sent by e-mail) you will receive the procedure on how to upload your innovations for approval on our online system.

### Preferred stand number (see plan)

Give 3 choices in order of preference:

1<sup>st</sup> choice: ..... 2<sup>nd</sup> choice ..... 3<sup>rd</sup> choice .....

The organisation will take these preferences into account where possible when allocating stand locations.

**THIS FAIR IS ORGANIZED UNDER SUPERVISION OF THE UNION OF CHAMBERS AND COMMODITY EXCHANGES OF TURKEY IN ACCORDANCE WITH THE LAW NUMBER 5174.**

## APPLICATION FEE

### a. Stand area

The agreement between the exhibitor and Xpo Fuarçılık Ltd.Sti is for the hire of a uniform all-in stand module. Exhibitors can hire one module per product sector (with a maximum of 2 modules per company). Price: 28.000,00 TRY (plus VAT) for one module. Second module 26.000,00 TRY (plus VAT).

The application fee includes: hire of the stand area, a uniform stand structure (shell scheme, carpet, banner showing name), ¼ of the multimedia console for laptop or documentation, lighting, socket, stand cleaning, 3 exhibitor badges, 2 parking permits, insurance, a full colour entry in the event catalogue (in compliance with our specifications), entry of the approved innovations (3 at most) in the 'online product directory', published by Archello, free catering for all visitors and exhibitors.

### b. Sponsorship package

An exhibitor can order maximum one **sponsorship package** for 7.500,00 TRY (plus VAT). There are 10 sponsorship packages available. The sponsorship package includes: your logo on all print media, mentioned at the entrance, extra visibility in the 'online product directory', banner + link to your homepage on our website, Visit Connect. (respecting Law on Privacy).

**c. The online promotion package** is available for 4.500,00 TRY (plus VAT) per innovation. One or maximum two of your approved innovations will be highlighted with an image and link in: the post event ARCHITECT@WORK newsletter sent to all visitors, the newsletter Archello.com (100.000 copies), Archello's social media (Facebook/Twitter/Pinterest) with a total of 700.000 followers and it will be one of the first innovations mentioned in the ARCHITECT@WORK 'online product directory'. There are 40 online promotion packages available.

**Both packages are subject to approval!**

## APPLICATION FEE (excl. VAT)

Reference/PO: .....

<input type="checkbox"/> 1 module	TRY 28.000,00
<input type="checkbox"/> Extra module	TRY 26.000,00
<input type="checkbox"/> Sponsorship package	TRY 7.500,00
<input type="checkbox"/> Full page advertisement in the event catalogue	TRY 4.000,00
<input type="checkbox"/> Online promotion package	TRY 4.500,00

**TOTAL (excl. VAT) TRY .....**

### Are you interested in applying for another edition of ARCHITECT@WORK?

If so, please indicate, so that we can send you the information.

- ☐ A@W Kortrijk / Liège
- ☐ A@W Rotterdam
- ☐ A@W Luxembourg
- ☐ A@W Paris / Marseille / Lyon / Nantes
- ☐ A@W London
- ☐ A@W Berlin / Stuttgart / München / Düsseldorf
- ☐ A@W Vienna
- ☐ A@W Zürich
- ☐ A@W Rome / Milan
- ☐ A@W Barcelona
- ☐ A@W Copenhagen
- ☐ A@W Stockholm
- ☐ A@W Toronto

### Courts competent to act

These Standard Terms and Conditions shall be governed by and construed in accordance with Turkish law and Istanbul courts shall have exclusive jurisdiction to resolve all disputes arising out of these Standard Terms and Conditions.

### General terms and conditions for exhibitors

The exhibitor hereby confirms that he has taken due note of the General Terms and Conditions for Exhibitors, and accepts that they shall take precedence over any terms and conditions of his own.

Drawn up in .....

Date .....

Signature and company stamp

### Catalogue and 'online product directory'

The exhibitor agrees to insert a full colour advertisement in the catalogue of ARCHITECT@WORK Istanbul 2019 and max. 3 inserts in the 'online product directory' (in cooperation with Archello). Costs for the advertisement and inserts are included in the application fee. Specifications will be communicated later.

### Services

The agreement between Xpo Fuarçılık Ltd.Sti and the exhibitor covers the hire of a stand area and a service package. A complete overview of both compulsory services (catalogue, banner, ...) and optional services (fork lift, car park, ...) will be sent at a later stage. The 'exhibitor zone' section on our website will enable you to order additional services and to consult all practical information online.

### Insurance

It is compulsory for exhibitors to take out comprehensive insurance for the stand and its contents from Xpo Fuarçılık Ltd.Sti. This insurance policy specifies that the exhibitor renounces the right to claim compensation from Xpo Fuarçılık Ltd.Sti. This compulsory service may be waived if the exhibitor already has an insurance policy providing the same cover. If an exhibitor fails to take out an insurance policy, under no circumstances can Xpo Fuarçılık Ltd.Sti be held liable for any damage to the stand or its contents. An insurance for a value of 30.000,00 TRY is included in the application fee.

### Agreement

By signing the application form, the applicant makes a firm commitment to exhibit during ARCHITECT@WORK Istanbul 2019. This application is valid as participation in the selection procedure for exhibiting at ARCHITECT@WORK. By sending in the application form, the applicant is obliged to participate at ARCHITECT@WORK in case he/she is selected. The agreement between the organiser and the exhibitor comes into being when the organiser sends an approval letter to the exhibitor. This will include the number of the stand allotted to him and any special conditions or specifications. The date of the official approval letter shall be taken as the date on which the agreement was made.

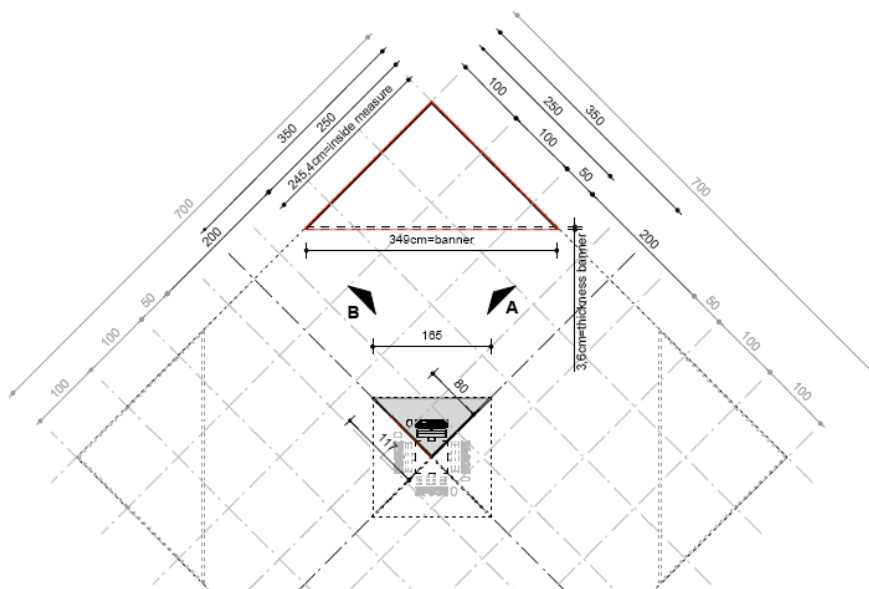
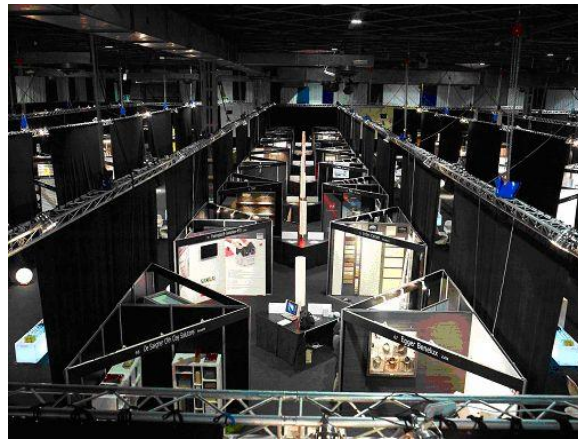
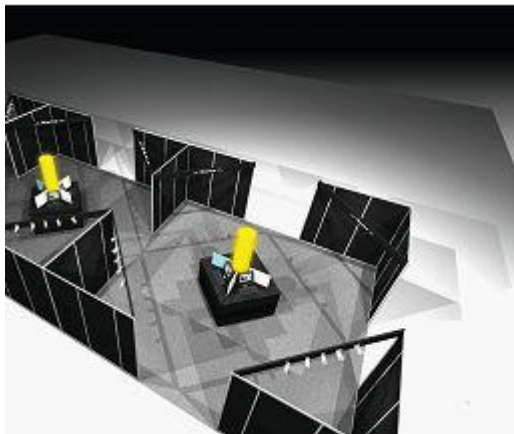
### Cancellation

The exhibitor reserves the right to unilaterally cancel the contract provided that he complies with all the financial obligations. In case the contract is cancelled before 3 months prior to the first day of the fair the exhibitor shall have to pay 40% of the total participation fee. In case the cancellation takes place 3 months or less than 3 months before the first day of the fair the exhibitor shall be obliged to pay 100% of the total participation fee together with the VAT amount. A cancellation of the contract is only valid if a letter addressed to the organiser is sent via registered mail.

### Payment

- Within 8 days after having received the definitive confirmation letter 40% of the total participation fee together with the VAT amount is to be transferred to the bank accounts that are mentioned in the definitive confirmation letter. The outstanding amount is to be transferred by **01 October 2019** to the bank accounts that are mentioned in the definitive confirmation letter. Bank cheques will not be accepted.
- In case the amount has not been (completely) paid on the maturity date the outstanding amount shall be increased by 15%. Next to the default interest a minimum amount of 1.000 TRY and a maximum amount of 13.000 TRY shall be added to the total outstanding amount. The percentage mentioned in this clause also applies during periods of extension and deferment that are granted to the exhibitor.
- In case of late payment or non-payment, the exhibitor accepts and undertakes to pay a default interest of 3% on the outstanding amount for each day as from the maturity date stipulated in the contract, until the day of the late payment.

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## CHARTER FOR EXHIBITORS

### 1. PARTICIPATION WITH INNOVATIONS

Only those innovations which have been presented to, and approved by, the judging panel can be showcased at ARCHITECT@WORK. The products that have been accepted must be physically/visually present at the stand and must be presented in the corner unit in an orderly and creative way. **This will be checked during build up.** Products that have not been approved (see confirmation letter) will be removed from the stand. Each national judging panel assesses the innovations independently, which means that there can be differences with other judging panels in the different countries/locations we organise in/on. The selection for a certain edition does not automatically entail the selection for other editions, be it in the same country or abroad. Products cannot be promoted outside the dimensions of the corner unit.

### 2. STAND DESIGN CORNER, BUILD UP & PULL OUT

The exhibitor agrees to exhibit his products within the dimensions of the corner unit, which you have to respect at all times. **The check performed by the judging panel focuses on compliance with the dimensions and the general decoration of the corner.**

Please take into account that loose elements (such as: loose lighting, furniture: chairs/stools, cupboards, desks, literature racks, (high) tables, pop-up stands, roll-up banners and tripods for plasma screens) are not allowed in the corner unit. One black or grey bar stool can be placed alongside the multimedia console.

The design of the stands must happen and be finished on Thursday 31 Oktober 2019 from 8:00 until 19:00. The stand must be completed by 19:00 at the latest. Stands cannot be constructed on Friday morning under any circumstances.

Pull out is to take place after the end of the event on Saturday 02 November 2019 from 19:30 until 00:00. During pull out the stand constructors only have access to ARCHITECT@WORK as from 19:30. The stand constructors need to respect these timings. If the timing for pull out is not respected the organisation will break down the stand and charge all costs to the exhibitor. In that case the exhibitor accepts and undertakes to pay a fine amounting to 10.000 TRY on top of the costs charged to him.

### 3. VISITORS

ARCHITECT@WORK is a trade fair with visitors from the following categories:

architects, interior designers, designers, shopfitters, engineers, urban planners, government agencies, property developers, lecturers (giving courses on architecture, building, interior design) and architecture, building or interior design students in their final year.

All exhibitors are entitled to order free invitations that can be sent to their customers and contacts (invitations will be sent out only after they have been ordered). **The exhibitor agrees to send invitations only to those in the above-mentioned categories.**

Your staff may not use these invitations to register online. They have to order exhibitor badges (through the 'exhibitor zone').

He/She who signs:

**I Declares that he/she is aware that any breaches of this charter shall result in the immediate closure of the company stand.**

**Claims for compensation cannot be submitted afterwards.**

Date .....

Signature and company stamp  
(preceded by the words 'read and approved')

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# ADDITIONAL GENERAL TERMS AND CONDITIONS FOR EXHIBITORS

## Article 1: Organisers

ARCHITECT@WORK 2019 is organised by Xpo Fuarçılık Ltd.Şti., business unit of cvba Kortrijk Xpo, official concessionaire of the international center for trade fairs and events in Kortrijk Xpo.

## Article 2: Judging panel

For the organisation of ARCHITECT@WORK 2019, the trade fair management team of Xpo Fuarçılık Ltd.Şti. is backed up by a judging panel of specialists from the various sectors represented by the exhibitors and visitors. This judging panel will endeavor to ensure that the event meets the needs and expectations of its exhibitors and visitors. All applications will be submitted for approval to a judging panel. This panel will assess the application objectively, based on the information provided, and accept or reject the application. The decision is final.

## Article 3: Place, date and open hours

ARCHITECT@WORK 2019 will be held at Istanbul Expo Center (IFM) – Hall 10. Yesilkoy Mah. Ataturk Cad. Bakirkoy/Istanbul on 01 and 02 of November 2019 each time from 11:00 until 19:00.

## Article 4: Aim

The ARCHITECT@WORK 2019 contact days are designed as a platform where those who draw up project specifications (architects, interior designers and other specifiers) can come and find all the products and services available to meet their requirements. The companies offering these products/services with an emphasis on innovations or new applications will present them in a limited and uniform stand area. In addition, a technical representative and a commercial representative must be present at each stand. The specifiers visiting the event will be recruited in the United Kingdom. The event will have features which will facilitate, improve and stimulate contacts and the exchange of information between demand and supply.

## Article 5: Exhibits

ARCHITECT@WORK 2019 will only present new products and services to the architects and other specifiers. The products belong to the product groups described on the 1<sup>st</sup> page of the application form.

## Article 6: Exhibitors and visitors

### 1. Exhibitors

- Eligibility: application for ARCHITECT@WORK 2019 is open to:
  - manufacturers
  - sole importers (for at least Turkey)
  - exclusive representatives of the products or brand name, authorized by the manufacturer or sole importer
  - organisations and trade associations
- Product: Products exhibited must belong to one of the categories listed in art. 5.
- Screening: applications will be assessed objectively by the judging panel. They will decide whether to accept an applicant and whether to accept or reject some or all of his uploaded innovations, based on the above criteria. The judging panel's decision is final.

### 2. Visitors

The audience we target is from the whole of Turkey  
These visitors are:

- architects
- interior designers
- designers
- shopfitters
- engineers
- urban planners
- government agencies
- property developers
- lecturers (giving courses on architecture, building, interior design)
- architecture, building and interior design students in their final year

## Article 7: Terms and conditions of participation

### a. Exhibiting is personal and non-transferable.

If an exhibitor fails to settle all amounts by the due dates, the Exhibition Manager is entitled to remove the exhibitor from the exhibitor list. This will not release the exhibitor from the obligation of meeting all his financial commitments.

### b. Application fee

The application fee at ARCHITECT@WORK 2019 amounts to 28.000,00 TRY for a uniform all-in stand. This fee comprises: hire of the stand area, a uniform concept stand structure (shell scheme, carpet and banner with name), 1/4 multimedia console for laptop and documentation, lighting, socket, 3 exhibitor badges, 2 parking permits, insurance, a full-colour entry in the event catalogue (according to the given specifications), an entry of the approved innovations (maximum 3) in the 'online product directory, published by Archello, free catering for all exhibitors and visitors.

The hire price also includes the following:

- General decoration, lighting and heating of the premises
- General security surveillance of the premises
- Your contribution to the recruitment of visitors (publicity)
- Maintenance of the communal areas, e.g. gangways, entrance hall, etc.
- Entry in the alphabetical register of exhibitors, products in the catalogue
- Insurance of the exhibitor

### c. Approval of applications

Xpo Fuarçılık Ltd.Şti. reserves the right to accept or reject applications, and to cancel an application which has previously been approved at any time, should it see fit. Rejection or cancellation of an application or participation will not entitle the applicant to any damages apart from the full reimbursement of deposits paid.

### d. Allocation of stands

Xpo Fuarçılık Ltd.Şti. shall endeavour to meet requests for specific stand locations where possible, and in the order in which bookings are received. In no case Xpo Fuarçılık Ltd.Şti. is obliged to allocate a specific stand location to an applicant, and stand locations allocated may be changed at any time, if need be.

### e. Lay-out of the event

The organisation of ARCHITECT@WORK 2019 is entitled to modify the floor plan of the trade fair at any moment, to meet the demands of modified circumstances.

### Article 8: Stand construction, build up and pull out, damage

ARCHITECT@WORK 2019 is conceived as an all-in project with uniform stand construction i.e. that every exhibitor is assigned the same surface. The exhibitor may only display their new products within the dimensions of the corner unit.

The design of the stands must happen and be finished on **Thursday 31**

**October 2019 from 8:00 until 19:00.** All stands must be approved by the judging panel!

There is no build up on Friday morning.

Pull out on **Saturday 02 November 2019 from 19:30 until 00:00**

The exhibitor is responsible for all claims addressed to him with regard to liability and compensation for any possible damage afflicted by the exhibitor to the exhibition area, the side buildings of the main exhibition building or the movable assets that are present in the exhibition area. The exhibitor accepts and undertakes to reimburse all damage inflicted by him completely.

### Article 9: Services

Exhibitors at ARCHITECT@WORK 2019 may only use the services offered by the organisers themselves. Parallel services offered by companies other than those appointed by the organisers will not be permitted on the premises Istanbul Expo Center ( IFM)

### Article 10: Catering

Is included in the application fee. Parallel services are therefore not allowed.

### Article 11: VAT

The prices quoted do not include VAT.

### Article 12: Payment Terms

1. All invoices need to be paid in cash. The maturity date is clearly mentioned in the present contract and the specified terms of payment are considered final. In case of non-payment of the amount due on the maturity date the above-mentioned provisions shall apply. Furthermore, XPO Fuarçılık Ltd. Şti. reserves the right to unilaterally cancel the contract. In that case, all the damage that it incurs due to the delay and the cancellation needs to be reimbursed by the exhibitor and XPO Fuarçılık Ltd. Şti. shall still reserve the right to rent out the stand or the presentation area to another person/company. No rights can be derived from the present stipulation and the exhibitor cannot claim any compensation whatsoever.

2. If the invoice is not or only partially paid on the maturity date this shall by law mean that the payment extension granted for any other services or deliveries lapses and that all invoices, also those that are not yet due, are to be paid immediately.

3. The acceptance of other currencies or another method of payment shall in no case affect the effectiveness of the present payment conditions.

4. Complaints shall only be valid if they are submitted in writing within eight days of the receipt of the invoice. Unless proven otherwise in writing, the invoice date shall act as the date of the receipt of the invoice.

### Article 13: Cancellation or postponement of the event

Should Xpo Fuarçılık Ltd.Şti. decide to cancel or postpone the event for any reason, if this is not due to circumstances beyond its control, exhibitors are entitled to the reimbursement of any deposits and invoices already paid, but they are not entitled to claim any compensation. In case the stand is cancelled, the organisation reserves the right to release the stand or presentation area and to rent it out again. The right of being able to rent out the cancelled stand again is the privilege of the organisers only. No rights can be derived from the present stipulation and the exhibitor cannot claim any compensation whatsoever. In case of non-observance of the stipulations in this contract by the exhibitor, XPO Fuarçılık Ltd. reserves the right to unilaterally cancel the contract. In that case, all the damage that the latter incurs due to the non-observance of the stipulations of the present contract needs to be reimbursed by the exhibitor.

### Article 14: General Regulations

For all cases not covered by the present Supplement to the General Terms and Conditions for Exhibitors, exhibitors are referred to the General regulations of Xpo Fuarçılık Ltd.Şti of which the present conditions are an integral part. The General Regulations may be obtained on demand from the offices of ARCHITECT@WORK Istanbul 2019, Esentepe Mah. Büyükdere Cad. Oyal İş Merkezi No:108-1 Kat:9 D.No:912 PK:34394 Şişli/İSTANBUL.

### Article 15: Stamp duties

The exhibitor undertakes to pay all financial liabilities that follow or will follow from the present contract and the appendices such as stamp duties, taxes, provisions etc. Stamp duties are to be paid by the exhibitor.

### Article 16: Liability insurance for protection against third party claims

XPO Fuarçılık Ltd. Şti. shall take out a liability insurance against third party claims (legal liability). The liability insurance for protection against third party claims covers all the risks for the exhibitor and his employees

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