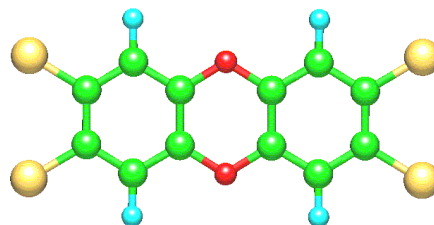


# Exhibition Manual



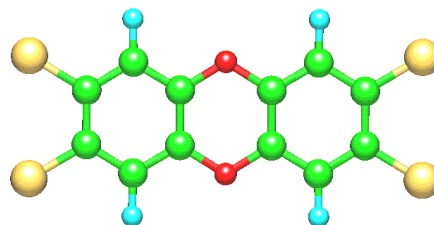


## Key Notes

This exhibitor manual is to the best of today's knowledge correct and complete. The manual will be developed over the next months based on the ongoing situation and the most up to date version will always be available on the website.

## Exhibitor

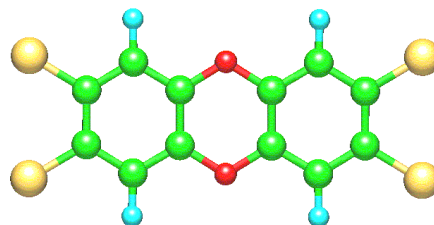
Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of the Dioxin2025, or any agent or representative acting on behalf of the exhibitor or a demonstrator.



## Key Contacts

We strongly advise to keep [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com) in cc in all email communication with the venue, stand services, and freight forwarder.

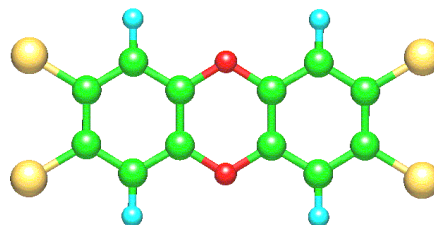
CONFERENCE ORGANISERS	
Your main contact point for logistical exhibition & sponsorship questions and general congress related queries.	<b>Ms. Merve Ozkaleli Akcetin</b> Symposium Secretariat Phone: +905432079531 (mobile) / +905431594799 (whatsapp) Email: <a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
Venue and Suppliers	
More information on the venue	Titanic Deluxe Golf Belek Hotel Kadriye Mah. Uckum Tepesi Mevkii Besgoz Cad. No: 72/1, 07525 Antalya-TURKIYE <a href="https://www.titanic.com.tr/titanic-deluxe-golf-belek">https://www.titanic.com.tr/titanic-deluxe-golf-belek</a>
STAND BUILDER	
THOR TOURISM	<b>Mr. Erman Karayigit</b> Direct Line: +90 505 6207186 E-mail: <a href="mailto:erman@thorevents.com">erman@thorevents.com</a>
FREIGHT FORWARDER	
More information on pages 20-22 and also at the end of the document	CEVA Showfreight T: +31 (0) 880 283 100 E-mail: <a href="mailto:events.NL@cevalogistics.com">events.NL@cevalogistics.com</a>
CATERING	
The Conference Hotel's main restaurant offers several options	For any specific needs or questions <a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
HOUSING PARTNER	
<p>For the Conference Hotel accommodation, booking can be made through conference organizers. Special rates have been negotiated with the Conference Hotel. Participants can take advantage of these exclusive prices when booking their stay.</p> <p>The organizers do not make any commitments for accommodations outside of the Conference Hotel. Participants are responsible for their own arrangements.</p>	<p>If you have any specific questions reach our registration team.</p> <a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
EVENT REGISTRATION	
All registration process will be carried out by the Conference Organizer	<p>If you have any specific questions reach our registration team.</p> <a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
Speaker, poster presentations and abstract submissions	<p>If you have any specific questions reach our registration team.</p> Phone: +905432079531 (mobile) / +905431594799 (whatsapp) Email: <a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>



# Checklist

*Key deadlines and dates to be respected by exhibitors.*

Checkbox	Deadline	Action	Contact/Link
	June	Exhibitor registration. Use link and instructions received via email. Please register booth staff incl. hostesses.	<a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
	Until 21 July	Deadline to register at the Early Bird Rate	<a href="http://www.dioxin2025.org">www.dioxin2025.org</a>
	22 July-18 August	Register at the Standard Rate	<a href="http://www.dioxin2025.org">www.dioxin2025.org</a>
	19 August-20 October	Register at the Full Rate	<a href="http://www.dioxin2025.org">www.dioxin2025.org</a>
	From 21 October	Register at the Late Rate	<a href="http://www.dioxin2025.org">www.dioxin2025.org</a>
	Until 1 August	In case of Registration cancellation, <ul style="list-style-type: none"> <li>full amount of registration fee will be refunded minus €100 cancellation fee</li> <li>50% of accommodation registration fee will be refunded</li> </ul>	<a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
	Until 5 September	Handing in your stand projects for approval – complex booth (e.g., larger than 24sqm)	All stand projects must be sent to: <a href="mailto:dioxin2025@thorevents.com">dioxin2025@thorevents.com</a>
	Until 19 September	Handing in your stand projects for approval – all other booths than complex booth larger than 24sqm	
	October 1	Deadline for shipping via the warehouse with the official freight forwarded: CEVA Show freight	
	As of 2 October	20% surcharge of any orders placed via the warehouse	
	Until 21 October	A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50 admin fee	
	As of 21 October	Register at the Full Rate deadline	<a href="http://www.dioxin2025.org">www.dioxin2025.org</a>
	1 November	08h00 – 17h00: Build-up	
	2 November	10h00 – 18h00: Exhibition Area open	
	3 November	09h00 – 18h00: Exhibition Area open	
	4 November	09h00 – 12h00: Exhibition Area open	
	5 November	09h00 – 15h30: Exhibition Area open 15h00 – 20h00: Dismantling	



# Exhibitor Registration

Exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages. All badges will be assigned using the Dioxin2025 registration system.

All sponsors and exhibitors must register online in advance of the event such as visitors.

Kindly note that badges are unique and personalised for each participant and cannot be exchanged onsite. The organisers will not accept several participants sharing the same badge. Please register all your participants accordingly.

A transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser. All registration cancellation & transfers requests should be sent by email to the Registration Secretariat at [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com)

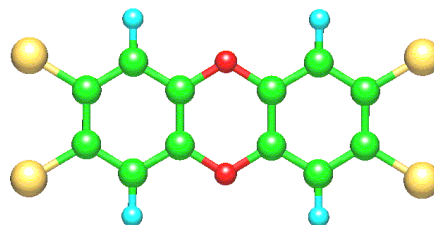
## **Cancellation & transfers conditions for delegates, exhibitors, and visitors:**

The following cancellation conditions will apply:

- Until 1 August 2025 for any reason, the full amount will be refunded minus a €100 cancellation fee (excluding applicable VAT and excluding any and all transfer costs which shall be fully borne by the participant)
- From 2 August 2025, refunds are no longer possible, however transfer of registration may be accommodated (see transfers conditions below)

Registrations could be transferred following the applicable conditions below:

- Until 21 October 2025: a transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50.00 admin fee. Please do reach out to the registration team [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com) who will make this discretionary decision.
- From 21 October 2025 to Congress days: a transfer of registration to another participant from the same company may be accommodated at the discretion of the Organiser for a EURO (€) 50.00 admin fee and only in the case that participant is unwell with health condition (medical certificate would be requested). You will be expected to provide evidence in these cases.



## ➤ Exhibitor Pass

	<b>Early Bird (1 Feb to 21 July)</b>	<b>Standard (22 July-18 Aug)</b>	<b>Full (19 Aug-20 Oct)</b>	<b>Late (21 Oct-1 Nov and On-Site)</b>
<b>Exhibitors Staying at the Conference Hotel</b>	300 €	300 €	300 €	300 €
<b>Exhibitors Not Staying at the Conference Hotel</b>	400 €	400 €	400 €	400 €

*\*All rates are excluding applicable 20% Turkish VAT*

### Exhibitor Pass grant access to:

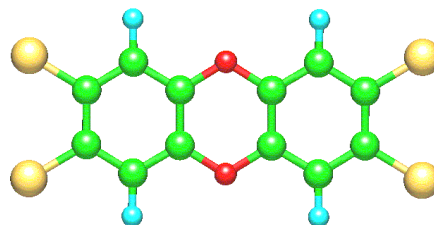
	<b>Exhibitor Pass</b>
Access to the Full Congress Scientific Sessions and Program	✗
Access to the Exhibition	✓
All coffee breaks during the conference	✓
Lunches during the conference	✓
Poster Sessions and their beer tasting / Turkish coffee / ice cream tasting on Sunday, Monday and Wednesday	✓
Get Together on Saturday	✓
Welcome Reception on Sunday	✓
Guided «Old Town Walking» tour on Monday (Free of charge)	✗
Shuttle Service to/from Conference Hotel during the symposium	✓

Please note that this pass does not grant access to Sessions in the programme

These badges do require advance registration and badge pick up onsite at the conference venue.

Exhibitor Passes grant access for the duration of the event, including access 1 hour before and after public opening hours for set-up and dismantling. For security reasons, exhibitors are always required to wear their badges. These badges are meant to be used for your company's staff.

<b>Date</b>	<b>Time</b>	<b>Description</b>
Saturday 1 November	18h00 – 20h00	Get Together
Sunday 2 November	10h00 – 10h30	AM Coffee Break
	12h00 – 13h30	Lunch Break
	15h00 – 15h30	PM Coffee Break
	18h00 – 20h00	Welcome Reception
Monday 3 November	09h30 – 10h00	AM Coffee Break
	12h00 – 13h30	Lunch Break
	15h00 – 15h30	PM Coffee Break
Tuesday 4 November	09h30 – 10h00	AM Coffee Break
Wednesday 5 November	09h30 – 10h00	AM Coffee Break
	12h00 – 13h30	Lunch Break
	15h00 – 15h30	PM Coffee Break



## Welcome Get Together

The official opening of the exhibition halls is at 18h00 on Saturday 1 November. The get together will be served from 18h00 to 20h00 to any registered participants in the main entrance foyer of the congress Dioxin at the Conference Hotel.

## REGISTRATION RATES

As Dioxin2025 will take place at a convention hotel, participants booking a 5-night package at the conference venue will benefit from lower registration rates.

### LOWERED REGISTRATION RATES\*

	Early Bird (1 Feb to 21 July)	Standard (22 July-18 Aug)	Full (19 Aug-20 Oct)	Late (21 Oct-1 Nov and On-Site)
<b>Delegate</b>	490 €	665 €	790 €	905 €
<b>Student</b>	320 €	430 €	510 €	550 €
<b>Accompanying Person</b>	175 €	175 €	175 €	175 €
<b>Exhibitor Extra Pass</b>	300 €	300 €	300 €	300 €

\*Valid only with a 5-nights package conference hotel accommodation made through the conference organisation  
Rates are before the VAT (20%)

### REGULAR REGISTRATION RATES\*

	Early Bird (1 Feb to 21 July)	Standard (22 July-18 Aug)	Full (19 Aug-20 Oct)	Late (21 Oct-1 Nov and On-Site)
<b>Delegate</b>	890 €	1050 €	1250 €	1350 €
<b>Student</b>	570 €	690 €	810 €	875 €
<b>Accompanying Person</b>	350 €	350 €	350 €	350 €
<b>Exhibitor Extra Pass</b>	400 €	400 €	400 €	400 €

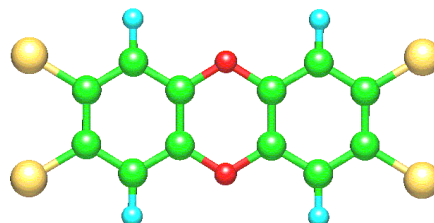
\*Valid for attendees not staying at the the conference hotel or attendees staying at the conference hotel less than 5 nights

Rates are before the VAT (20%)

If you are not planning to stay at the conference hotel, please click [here](#) for further information on the terms and conditions regarding transportation to the conference hotel and the hotel's external access fee

- No shuttle service or transportation will be provided from/to hotel to other hotels/city center during the conference. Attendees not staying at conference hotel are responsible for their own transportation arrangements.
- Please be informed that the hotel applies a daily access fee of 200 € per person per day. However, we are pleased to offer you a special discounted daily access fee of 75 € (plus 20% domestic tax) per person per day for Dioxin2025 participants who are not staying at the venue hotel. In this case, participants not staying at the conference hotel must leave the hotel latest at 6:30 pm except for attendees who will attend activities on Saturday (get together party between 18:00-19:30), on Sunday (welcome reception between 19:00-20:30) and on Wednesday (gala dinner between 19:30-23:59).
- Furthermore, if the participants who are not staying at the conference hotel wish to extend their stay at the conference hotel until 11:59 pm shall pay an extra 100 € (plus 20% tax) per person/night in addition to 75 € (plus 20% tax)





## REGISTRATION COVERAGE

	Delegate	Student	Accomp. Person	Exhibitor
Access to the Full Congress Scientific Sessions and Program	✓	✓	✗	✗
Access to the Exhibition	✓	✓	✓	✓
All coffee breaks during the conference	✓	✓	✓	✓
Lunches during the conference	✓	✓	✓	✓
Poster Sessions and their beer tasting / Turkish coffee / ice cream tasting on Sunday, Monday and Wednesday	✓	✓	✓	✓
Get Together on Saturday	✓	✓	✓	✓
Welcome Reception on Sunday	✓	✓	✓	✓
Guided «Old Town Walking» tour on Monday (free of charge)	✗	✗	✓	✗
Shuttle Service to/from Conference Hotel during the symposium	✗	✗	✗	✗

## GALA DINNER AND OPTIONAL TOURS

	Early Bird (1 Feb to 21 July)	Standard (22 July–18 Aug)	Full (19 Aug–20 Oct)	Late (21 Oct–1 Nov and On-Site)
Gala Dinner	110 €	125 €	130 €	150 €
Excursion 1 (Side Open Air Museum)	80 €	80 €	80 €	80 €
Excursion 2 (Perge–Aspendos Antic Cities)	70 €	70 €	70 €	70 €

All rates are before the applicable domestic taxes (20%); Half day tour, from 13:00-18:30; Buses leave from the Conference Hotel after the lunch; Excursion fee covers guide service and bus service to the sites; Entrance fee to sites and open air museum is not included (as of 2024 the entrance fee to Aspendos: 15 € , Perge: 11 € ; Side Museum: 17 € ; Side Antique Theater: 25 €)

## Registration info desks

All participants must be pre-registered for Dioxin2025. Badges will be printed onsite and will not be sent per email prior to the congress. To avoid queues, we invite you to come as of Saturday already to pick up your badge to quickly access the exhibition floor on Monday.

The registration area will be open as stated in the opening hours.

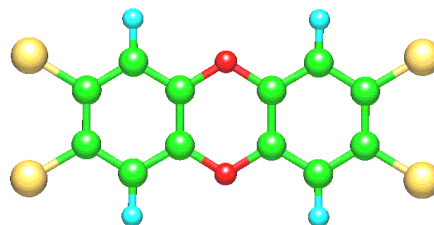
Opening of the Registration info desks:

Saturday	1 November	16:00 – 18:00*
Sunday	2 November	07:45 – 18:00*
Monday	3 November	07:45 – 18:00*
Tuesday	4 November	07:45 – 12:00*
Wednesday	5 November	07:45 – 16:00*

*\*Timing subject to change*

## Exhibitor Help Desk





The exhibitor help desk will be open & available during build-up days. Timing will be published at a later stage. A representative of the Conference Organizer and hotel staff will be there to support you during set-up days.

## Constructor Registration

### Set-up/Dismantling

Every person entering the Conference Hotel during build up or dismantling needs to be able to show valid identification document (passport or other valid identity card). This document needs to contain a recent picture, name, and signature. Only after showing a valid identification document, you will be allowed to access to the exhibition area.

### Congress Days

During the congress days and/or in the event of an equipment failure (i.e., breakdown of coffee machine, lighting, etc.), your constructor should receive an exhibitor badge from your allotment. If one representative of the construction team is meant to be at the booth all day, one exhibitor badge should be used as well. All contractors who require exhibitor badges during congress days would need to proceed to the exhibition help desk located at the entrance together with exhibitor's booth personnel.

## Build-up and dismantling

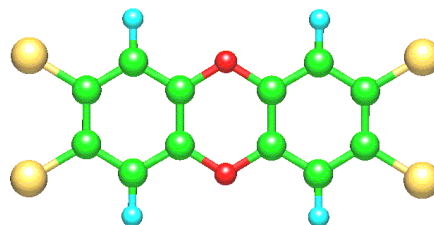
### Exhibition Schedule\*

Date	Time	Description
Saturday 1 November	08h00 - 17h00	Build-up
	18h00 – 20h00	Dioxin Get Together
Sunday 2 November	10h00 – 18h00	Exhibition Area Open (Exhibitors have access one hour prior to/after official opening hours)
	18h30 – 20h00	Welcome Reception
Monday 3 November	09h00 - 18h00	Exhibition Area Open (Exhibitors have access one hour prior to/after official opening hours)
Tuesday 4 November	09h00 - 12h00	Exhibition Area Open (Exhibitors have access one hour prior to/after official opening hours)
Wednesday 5 November	09h00 – 15h30	Exhibition Area Open (Exhibitors have access one hour prior to/after official opening hours)
	As of 15h30	Dismantling until 20h00
	19h30 – 00h00	Gala Dinner

\*Subject to change. The times indicated above should be sufficient for build-up and dismantling.

### Build-up and dismantling

Breakdown and removal of exhibits may not commence before the official closing time. Any



special arrangements for build-up or break down and removal of exhibits must be made in consultation with the [Exhibition Logistics Team](#) and involves the payment of an overtime fee, according to the price list.

Exhibits must remain fully intact and always staffed. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the exhibition management company. Relating costs will be borne by the exhibiting company.

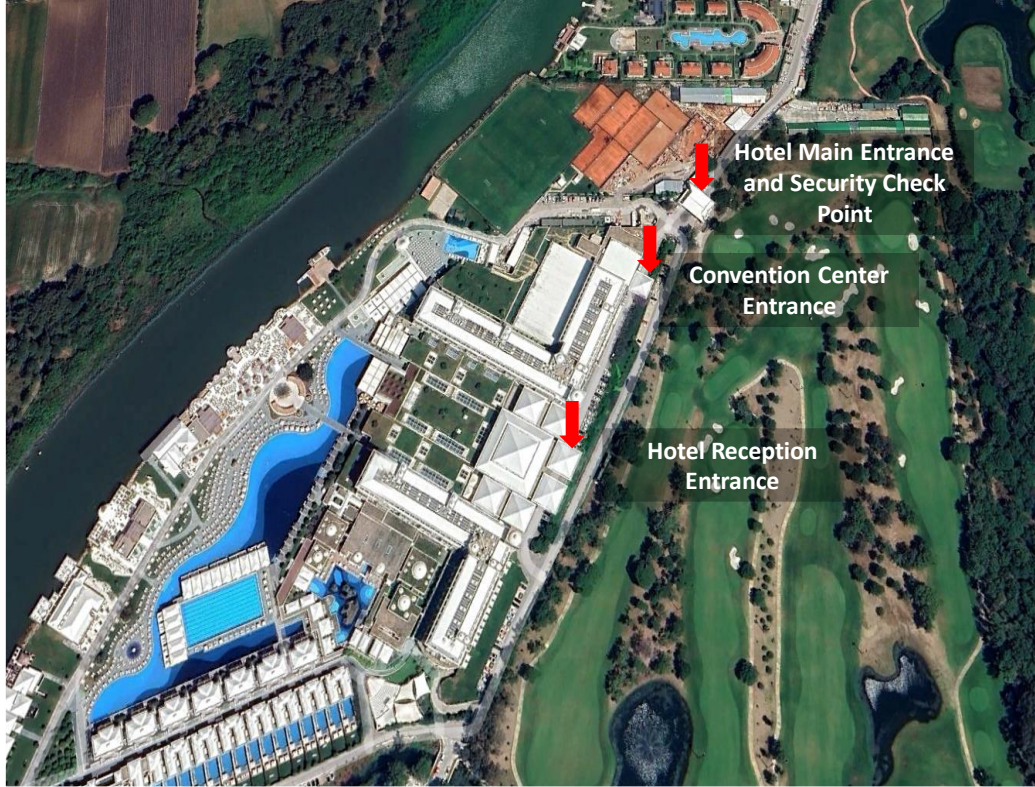
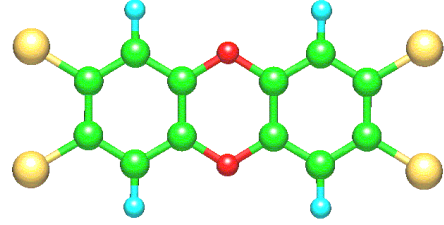
The exhibitor is responsible for the safety of its products, displays and stand. During the set-up and breakdown period, no material should be left unattended at any time. It is the responsibility of each exhibitor to leave the stand space clean and tidy during the exhibition and after the breakdown. All exhibits, displays, stand fittings and materials must be removed from the premises by the time and date stated by the Exhibition Logistics Team. The Exhibition Logistics Team can demand that exhibitors restore their exhibition area to the original condition at the exhibitor's own expense. If exhibitors leave rubbish behind, charges will apply. Stored materials, empty containers and packing material must be disposed of.

## Breakdown deadline

All exhibits and stand equipment must be removed from the halls by 18:59 on Wednesday, 5 November 2025 and all personnel should leave the premise by 20:00 at the latest.

## Exhibition Access

To enter the Exhibition Hall during assembly and dismantling period, you must drive to the Convention Center Entrance of the Conference Hotel (please refer to the floorplan below).



Access control will be carried out at the security control point of the main gate, no prior registration needed. No unauthorized persons or persons without accreditation will be allowed to enter the premises.

All lifting and supply equipment must be equipped with white rubber wheels in order not to damage the floors of the halls. In case of support required, please reach out to the official freight forwarder and conference organizer.

## Stand Builders

Please direct your requests regarding stand construction to the contact information below:

**Company Name:** Thor Events

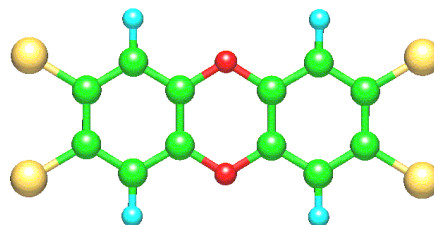
**Phone:** +905056207186

**Email:** [erman@thorevents.com](mailto:erman@thorevents.com); [cuneyt@thorevents.com](mailto:cuneyt@thorevents.com)

You can contact the company directly for any questions or orders.

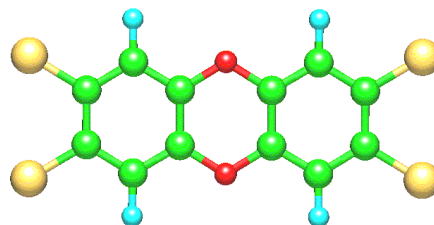
## Arrival & Parking

Titanic Delux Golf Belek is located in Belek, a popular resort town on the southern coast of Turkey, near Antalya. It's situated close to the Mediterranean Sea and is surrounded by golf courses, making it a great destination for both relaxation and sports enthusiasts. The hotel is approximately 30 kilometers from Antalya Airport, making it easily accessible for travelers. Please find below a quick overview of your options to get there. Titanic Deluxe Golf Belek hotel offers guests a spacious parking area. The hotel's parking services are generally free of charge, with both open and covered parking options available. Additionally, valet service is provided, allowing guests to easily have their cars parked. Even



during peak season, finding a parking spot is usually not an issue due to the large parking area.

Transport	Information
By Plane	<p>The International Antalya Airport provides for direct flights and charters that fly vacationers from all over the world.</p> <p><b>Direct Flights:</b> You can directly fly to Antalya International Airport from Europe, Russia or Middle East.</p> <p><b>Connecting Flights:</b> You can reach Antalya via Istanbul by taking an international flight to Istanbul. There are two airports in Istanbul: Istanbul Airport and Sabiha Gokcen International Airport. The journey from Istanbul to Antalya takes about 1 hour. There are more than 20 regular scheduled flights between Istanbul and Antalya daily.</p> <p>To travel to Titanic Delux Golf Resort from Antalya Airport, you have several options:</p> <ol style="list-style-type: none"><li>1. <b>Taxi:</b> Taxis are available at the airport. The ride to Titanic Delux Golf Belek hotel takes about 30-40 minutes, depending on traffic. Approx. Taxi fare is 90 Euro.</li><li>2. <b>Private Transfer:</b> You can book a private transfer service in advance. This option provides convenience and comfort, especially if you're traveling with luggage. <a href="#">You will be offered 20% discount on group transfer service in VIP vehicles (vehicles can accommodate up to 5 people, there is minibar in the vehicle, regular price is 100 Euro) if you book your private transfer through the conference organization.</a></li><li>3. <b>Shuttle Service:</b> Some hotels offer shuttle services from the airport. Check with Titanic Delux Golf Resort to see if they provide this service and how to arrange it.</li></ol> <p><a href="#">Conference Organisers will be providing free shuttle bus service from/to airport to conference hotel (airport to hotel: November 1, 2; hotel to airport: November 5 and 6). You can book this shuttle service free of charge through the conference web site.</a></p> <ol style="list-style-type: none"><li>4. <b>Car Rental:</b> If you prefer to drive, you can rent a car at the airport. Follow the signs to Belek via the D400 highway, which will take you directly to the resort.</li></ol> <p><b>Public Transportation:</b> While there is no direct public transport from the airport to the resort, you could take a bus to Antalya city center and then catch a bus to Belek. From Belek, you would need a taxi to the resort.</p>
By Bus	<p>The buses leaving from or getting to the Antalya Bus Station drive along the E87, D400, D650 routes. From bus station to the conference center:</p>



- **Taxi:** Taxis are readily available at the bus station. The ride to Titanic Delux Golf Belek will take about 30-40 minutes, depending on traffic.
- **Shuttle Service:** Some hotels, including Titanic Delux Golf, may offer shuttle services from the bus station. It's a good idea to check with the hotel in advance to see if this option is available. Conference organizer will not be providing shuttle services from the bus station
- **Public Transportation:** You can take a bus from the bus station to Belek. Look for buses heading to Belek or nearby areas. Once you arrive in Belek, you can take a taxi to the hotel, which is just a short distance away.
- **Private Transfer:** You can pre-arrange a private transfer service, which can be more convenient and comfortable, especially if you're traveling with luggage.

#### By Car

Driving to Antalya is a scenic and enjoyable road trip. For example, driving from Istanbul to Antalya covers about 700 to 800 kilometers (depending on the route you take).

Option 1: Via Afyon (D650) (~700 km) : This is the faster and more popular route.

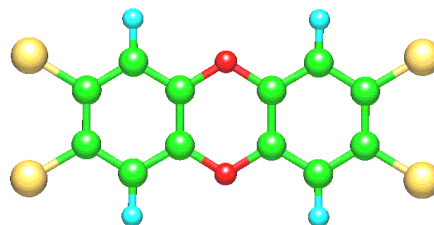
Option 2: Via D400 Coastal Road (Scenic Route): (~900 km) : This takes you through coastal cities like Izmir and Mugla.

Once you arrive Antalya city center, to drive to Titanic Delux Golf Belek, follow these steps:

1. **Start on the Dumlupınar Boulevard (Atatürk Boulevard):** Head east on Dumlupınar Boulevard.
2. **Merge onto the D400 Highway:** Follow signs for the D400 highway towards Alanya/Belek.
3. **Continue on D400:** Stay on the D400 for approximately 30 kilometers. You'll pass through scenic areas and small towns.
4. **Follow Signs for Belek:** As you approach Belek, look for signs directing you to the resort area.
5. **Arrive at Titanic Delux Golf Belek:** The hotel is located near the coast, and there will be signs to guide you to the entrance.

Make sure to check your GPS or a navigation app for real-time traffic updates and any potential road changes.





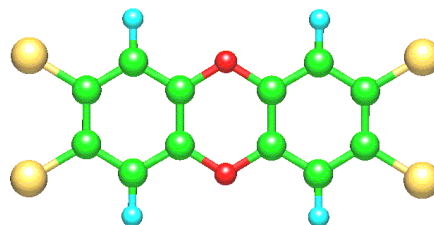
## Stand Construction Guidelines

The exhibitors must conform to the contracted space and all display rules as outlined in the Dioxin2025 exhibitor manual. Any aspect that is not covered in the Dioxin2025 exhibitor manual is subject to approval by the [Exhibition Logistics Team](#) and the Conference Hotel.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor. Neither Dioxin2025 nor Exhibition Logistics Team nor Conference Hotel take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor to have proper liability insurance.

### Stand Regulations

- Exhibitors must set up, operate, and dismantle their own displays using their own staff and employees.
- The venue does not have the possibility to hang items from the ceiling.
- The construction of booths with construction materials or adornments that contain products such as cement, sand, plaster, brick, or similar materials are prohibited.
- It is also prohibited to drill holes, use glue or any other adhesives that can be difficult to remove from the structure of the venue.
- Electrical and other mechanical apparatuses must be muffled, so that the noise does not disturb others or other areas of the venue.
- During set up with paint, varnishes or dissolvent the area must be covered by plastic.
- Nothing can be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furnishing of the venue and/or the booth.
- It is prohibited to place materials in the booth space of other exhibitors and common areas. These must always remain free for the circulation of people and materials.
- Stands must be open during the exhibition's opening hours, and the presence of a representative of the exhibitors must be always ensured.
- All activities in the booth area potentially attracting a large audience and causing queues (e.g., presentation, quiz, giveaways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might impede aisle traffic. These activities must be clearly identifiable on the booth layout sent in for approval to the [Exhibition Logistics Team](#).
- Dioxin2025 and the Exhibition Logistics Team reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Public announcements are not allowed by any exhibitors and are restricted for



organizer and safety use.

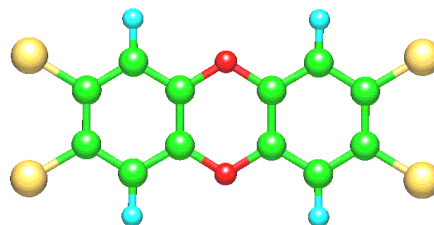
## Construction regulations

- Stands, including all equipment and exhibits and advertising matter are to be constructed with such stability as to pose no danger to public safety and order, and especially life and health.
- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Exhibition Management reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- We strongly recommend you integrate the booth number into the design of your booth as it always helps to find your booth. As the booth numbers on the online floorplan have been adjusted, please make sure you check which booth number you have before integrating it into your booth before the event.
- Exhibitors will not be allowed to project images onto the gangways, ceilings, walls, or space which are not part of their stand.
- Special care must be taken to avoid lights and/or spotlights as well as all sorts of sounds that are annoying to visitors or neighbouring stands
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Logistics Team they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors. The maximum noise level is 60 dB measured at 1m from the speakers/stand. Any failure to comply with this rule will result in the power supply to the sound system and the related stand being cut off.
- Exhibitors are solely responsible to ensure that all necessary certifications are obtained by themselves or their appointed contractor for exhibiting in Dioxin2025.
- Exhibition Management reserves the right to issue further instructions concerning the design of stands.

## Technical Rules – size, booth layout, etc:

- During set up and decoration of booths, the exhibitors must comply with following rules:
  - Stands must respect a general height of 2,5m and cannot exceed 4m.
  - Stands that exceeds the 2,5m height must be submitted to the appreciation of the [Exhibition Logistics Team](#) at least 20 days before the date set for beginning assembly. This stand design must be provided with duly marked blueprints, vertical projections, and sectional drawings.





- Disassembly of the stands and removal of material cannot begin before the time officially set for closing the exhibition, except for special authorisation granted by the Organizer.
- Disassembly of the stands and removal of exhibited material must be concluded within the times set by the Conference Hotel and already accept by the Organizer. Failure to comply with this deadline authorises the Conference Hotel to remove the material and implies that all costs resulting from the measures taken to remove these materials will be charged.
- The premises must be handed over to the Conference Hotel in the same condition as they were made available to the exhibitors, and all costs require making them so, are from their responsibility. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of exhibitors/Organizer.
- Exhibitors are responsible for all the damage or harm caused by their structures, equipment, articles to be exhibited, or activities in their stand, as well as action of the subcontracted firms, when these firms harm visitors and other exhibitors.

## Separation walls

All stands must be separated from the neighbouring stand(s) by means of a separation wall. The separation wall can be provided by the exhibitor or can be ordered to the organiser with extra costs. This separation wall shall be in white finish on both sides.

With the exception of island booths (4-sides open), a back wall must be installed for every stand. Stands with an immediate neighbour(s) should also be provided with the necessary sidewall(s).

## Heights

We kindly ask you to plan your constructions regarding the heights reasonable in order not to block the view of possibly smaller stands adjacent to your own in an unreasonable way.

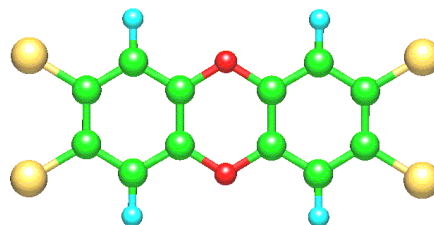
Stands must respect a general height of 2,5m and cannot exceed 4m height

## Submission of construction plans & approval

All stand constructions are subject to regular approval by [Exhibition Logistics Team](#). Responsibility for proper execution always lies with the builder.

The following are subject to special prior written authorisation from the Conference Hotel which, if authorisation is granted, reserves the right, at the organiser's expense but on prior production of detailed estimates, to entrust the following to a company of its choice and to supervise their execution itself:

- work relating to heating appliances and smoke ducts
- work relating to the roofing of buildings or requiring traffic on the roofs for this to be carried out
- drilling into walls in the fixed construction elements of the halls
- trenches for pipes
- foundations intended to bear machinery and, more generally, all underground work.



Type of booth: Complex booths These are booth that include: <ul style="list-style-type: none"> <li>• Machines</li> <li>• Thermal or combustion engines, Lasers or any other dangerous product</li> </ul>	All <u>raw space</u> booths
Deadline: 8 August 2025**	Deadline: 22 August 2025**

\*Please note that the Conference Hotel and external parties will examine the stands. If the required documents are handed in too late, an approval in time may not be possible. \*\*Documents submitted later than the periods stipulated above cannot always be reviewed in time. Therefore, approval might not be certain before the start of construction. This may result in alterations or blocking the stand. The costs of the structure approval proceedings will be invoiced to the exhibitor.

## Procedure of submission

Please send the requested documents (as defined above) to: Exhibition Logistics Team at [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com)

Once the design has been approved by Exhibition Logistics Team (approx. 5-7 working days), the documents will be forwarded to the Conference Hotel for second approval. When the examination is done, the applicant will receive an electronic notification of approval or conditions for the construction of the stand.

Any stand structures that do not conform to the technical regulations or the law, must be altered or removed. If execution is not completed on time, the Conference hotel is entitled to make changes itself at the expense of the exhibitor. The Conference Hotel is also entitled to close the stand to forbid access for visitors.

Any arising costs of approval proceedings by the Conference Hotel will be charged to the exhibitor.

## Suppliers Appointed by Exhibitors

Except for some compulsory services/suppliers (electricity, water, cleaning, security, and catering) the use of other suppliers/agencies for logistical and technical purposes is permitted.

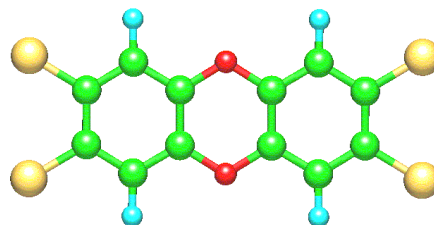
Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is the exhibitor's responsibility to ensure that all the relevant guidelines, rules, and regulations, as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the suppliers/agencies act according to these rules and guidelines.

## Equipped Stand Constructions

Please find below detailed information on services included into the equipped stand if you booked an equipped stand.

### Shell Scheme constructions package includes:

- Booked via organiser for you
- Shell scheme structure of 2.5m high with white walls
- Company name and logo on white fascia on every open side



- double 230V socket
- 1 Round table, 2 chairs and 1 waste bin

Any additional furniture, branding of the shell scheme, additional electricity, lightning... will have to be booked by the exhibitors through the organizer.



If you have a raw space and want to transform it into an equipped package reach out to [Exhibition Logistics Team](#).

## Electricity

You will be able to order basic power (230 volt), construction power (during set-up and dismantling), and power sockets. You should inform the [Exhibition Logistics Team](#) about the exact location of the main connection and the number of sockets you will need in your stand.

## Rigging and Hanging Points Orders

There are no rigging or hanging points possibilities at the Exhibition Hall.

## Water

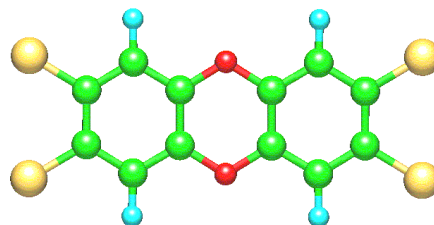
There are no water connection possibilities at the Exhibition Hall

## Stand Design

You can send your stand design to the organizer and we are happy to take care of everything for you, from A to Z, from designing your stand to building it, and even furnishing. Simply contact [Exhibition Logistics Team](#)

## Audio Visual Equipment

You can order LED screens, iPads, and laptops for your stand. Simply contact [Exhibition Logistics Team](#)



## Cleaning and Waste disposal

If you want to order “Cleaning and waste disposal”, simply contact [Exhibition Logistics Team](#). We can arrange stand cleaning (one- time or daily) and removal of waste.

General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is exhibitors’ responsibility and will be charge accordingly.

Materials that have been left behind will be removed from the exhibition on the last day of dismantling and brought back to the warehouse at the exhibitor’s expense.

## Internet

Wireless internet will be available at the exhibition area and at the Conference Hotel.

## Hostess Services

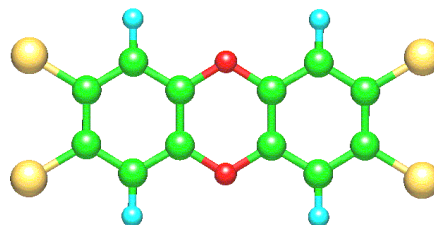
Conference organizer offers professional hosts and hostesses. They have an experienced team of professionals who will ensure that everything at your stand runs smoothly. If you would like to hire hosts or hostesses, please contact [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com)

## Stand Security

The conference organizer offers security staff to guard your stand during build-up, dismantling and/or during the hours the venue is not open. If you wish to hire stand security, please contact [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com)

## Catering – Food & Beverages

The Conference venue is an “all inclusive” hotel. However, if you like, you will be able to order stand catering. However, the hotel management will charge for this service. Please note that due to the valid food and consumer safety restrictions, it is not permitted to bring your own food or beverages to the conference hotel. Should you have any specific order requests, please get in contact with the conference organiser: [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com)



## Shipping and Forwarding

CEVA Showfreight is the official freight forwarder of Dioxin2025. Please find below their contact details and information.

Contact:

CEVA Showfreight

T: +31 (0) 880 283 100

E: [events.NL@cevalogistics.com](mailto:events.NL@cevalogistics.com)

CEVA Showfreight will ensure a high level of logistics services to/from Titanic Deluxe Golf Resort Hotel and Convention Center and will provide the following services:

- Customs clearance
- Warehousing for advance shipments
- Deliveries at the booth
- Empties storage
- Freight (international/national) to and from the venue

Before shipping any items to your stand please make sure you get in touch with [CEVA](mailto:events.NL@cevalogistics.com). The deadline for shipping via the warehouse is **1 October 2025**. Any orders placed after this date will have a surcharge of 20%. If customs clearance is required we need the invoice (in Excel) latest **15 September 2025**. Please note that the Customs office will be closed on the 28<sup>th</sup> and 29<sup>th</sup> of October due National Holidays.

All shipments that you want to deliver before the official build up date and/or collect after the official breakdown date will be handled via CEVA's advanced warehouse in Istanbul.

Shipping instructions and general tariffs can be found at the end of this document. If you would like to place an order, please do so by filling the relevant documents and return to [events.nl@cevalogistics.com](mailto:events.nl@cevalogistics.com).

### Goods Reception

Advanced shipping to the venue prior to the congress dates is not permitted. Freight and shipments shall be addressed to CEVA Showfreight.

### Storage

There is limited storage space available at the conference hotel but storage can be coordinated through CEVA Showfreight for storage at their warehouse. The storage of boxes or any kind of materials in the alleys is strictly forbidden. For information about the rates please contact [events.nl@cevalogistics.com](mailto:events.nl@cevalogistics.com).

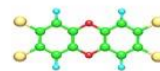
The storage of empties (including packaging or packing materials) at the booth/in the halls is prohibited. Combustible packaging, wood wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors.



ANTALYA  
**DIOXIN** 2025  
2-7 NOVEMBER

LOOKING FORWARD TO SEEING YOU!

[www.dioxin2025.org](http://www.dioxin2025.org)



## Security and Emergency Procedures

We highly recommend you wear safety shoes until the set-up is finished. A safety vest helps as well to be visible all the time. Thank you for your cooperation.

### Safety & Access Control

All gangways should be maintained and there should be a clear route provided to all Fire and Emergency Exits.

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are unobstructed evacuation routes at least 3 m wide to the exits.
- Glass panes must be protected against breakage.

The emergency exits and escape routes must be always kept clear. The emergency exits and escape routes in the halls must never be blocked by items left standing or jutting into the aisle. A passage at least 3 m wide must be kept free, regardless of the width of the aisle and the goods left in the gangway. The hotel management can order the immediate clearance of all aisles or certain aisles for logistical reasons.

### Security

Each exhibitor is responsible for his/her own exhibit, Conference organizer or the conference hotel is not responsible for any possible loss or damage of any equipment, goods, or booth whatsoever. Individual booth security is available for hire via [Exhibitor Services](#).

Please note that build-up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

### Health & Safety

As the pandemic situation evolves all the time, the health and safety measures will change according to the latest requirements. Please bear in mind that the Dioxin2025 in Antalya will follow the COVID regulations in Türkiye. We can assure you that we will comply with all health and safety regulations in place at the time the event is scheduled. This requires flexibility and patience on all sides.

To ensure we are all better prepared, this manual will be developed and updated on a regular basis. For any detailed questions, please contact the [Exhibition Logistics Team](#).

To know which are the travel regulations all around the world, check the map at the [IATA Travel Centre](#).

## Accommodation & Meeting Rooms

### Hotel reservation

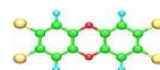
Book your room through Conference Organisation Hotel Service. As a result of negotiation with the conference hotel, the organiser can offer you the most competitive accommodation price at the conference hotel. As we reserved limited number of rooms at the conference hotel, we encourage you to book your rooms as soon as possible



ANTALYA  
**DIOXIN** 2025  
2-7 NOVEMBER

LOOKING FORWARD TO SEEING YOU!

[www.dioxin2025.org](http://www.dioxin2025.org)



## ACCOMMODATION RATES

A limited number of standard rooms at a very special price have been secured at the conference hotel for attendees planning to stay at Titanic Deluxe Golf Belek hotel.

Please note that no public transport is available to the conference hotel. One way taxi fares are approx. 30 € from nearby hotels and 70 € from the city center.

### 5-NIGHT PACKAGE PRICE (nights of 1-5 November, inclusive)

	Rate for a Standard room		
	Single Room (Max 1 person)	Double Room (Max. 2 persons)	Triple Room (Max. 3 persons)
<b>Registered Attendees (Participants and Accompanying Persons)</b>	1325 €	950 € / person	850 € / person
<b>Not Registered Accompanying Persons</b>	1625 €	1250 € / person	1200 € / person

- Rates are only valid for reservations which are made through the conference organization.
- All rates are before 20% VAT
- All prices are for adults. One child (0-6.99 yrs) is free, rate for second kid (independent from age) or kids between 7-11.99 yrs 125 Euro/night, kids over 11.99 yrs is considered adult.

### FOR STAYS OF LESS THAN 5 NIGHTS DURING THE CONFERENCE

	Rate for a Standard room		
	Single Room (Max 1 person)	Rate for a Standard room Double Room (Max. 2 persons)	Triple Room (Max. 3 persons)
<b>Any participant</b>	350 € / night	275 € / night per person	260 € / night per person

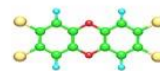
- Rates are only valid for reservations which are made through the conference organization.
- All rates are before 20% VAT
- All prices are for adults. One child (0-6.99 yrs) is free, rate for second kid (independent from age) or kids between 7-11.99 yrs 125 Euro/night, kids over 11.99 yrs is considered adult.

### BEFORE (nights of 29 Oct.-31 Oct., inclusive) and AFTER (nights of 6 Nov.-9 Nov., inclusive) CONFERENCE

	Rate for a Standard room		
	Single Room (Max 1 person)	Double Room (Max. 2 persons)	Triple Room (Max. 3 persons)
<b>Registered Attendees (Participants and Accompanying Persons)</b>	265 € / night per person	190 € / night per person	170 € / night per person
<b>Not Registered Accompanying Persons</b>	325 € / night per person	250 € / night per person	240 € / night per person

- Rates are only valid for reservations which are made through the conference organization.
- All rates are before 20% VAT
- All prices are for adults. One child (0-6.99 yrs) is free, rate for second kid (independent from age) or kids between 7-11.99 yrs 125 Euro/night, kids over 11.99 yrs is considered adult.





### ACCOMMODATION COVERAGE (Conference Hotel Reservation Made through the Organiser)

	Registered Participants		Not Registered Accompanying Persons	
	Conference Period	Pre- and Post-Conference Period	Conference Period	Pre- and Post-Conference Period
<b>Free shuttle service from/to airport to conference hotel (airport to hotel: October 31, November 1; hotel to airport: November 5-6)</b>	✓	✓	✓	✓
<b>Open buffet breakfast</b>	✓	✓	✓	✓
<b>Open buffet lunch</b>	✓*	✓**	✓	✓
<b>Open buffet dinner</b>	✓	✓	✓	✓
<b>Unlimited tea/coffee</b>	✓	✓	✓	✓
<b>Beverages</b>	✓	✓	✓	✓
<b>Daily refreshed minibar in the room</b>	✓	✓	✓	✓
<b>Hotel amenities excluding selected services such as massage, skin and body care</b>	✓	✓	✓	✓
<b>20% discount on spa massage service</b>	✓**	✓**	✓**	✓**
<b>Vitamin bar services</b>	✓	✓	✓	✓
<b>20% discount on group transfer service in VIP vehicles (vehicles can accommodate up to 5 people, there is a minibar in the vehicle, regular price is 100 Euro plus tax)</b>	✓	✓	✓	✓
<b>10% discount on excursion tickets</b>	✓		✓	
<b>Accommodation tax (2%)</b>	✓	✓	✓	✓

\*provided for all registered participants; \*\*obtained through the special deal of the organiser with the hotel management

## Meeting rooms for Satellite or Associated Events

The rate for room rental: € 1,500.00 / (up to 3 hrs)

If you need to use the meeting rooms during the symposium, we can make the appropriate room available for your meeting. In this context, we can provide tea/coffee, snacks, etc. All you need to do is to inform us at least 3 hrs before your meeting in addition to number of people who will attend the meeting.

For booking in advance, please send an email to \*Exhibition Logistics Team at [dioxin2025@thorevents.com](mailto:dioxin2025@thorevents.com) including the following information:

- Dates required
- Duration of the event: timing per day
- Ideal room set-up (theatre style, classroom)
- Company name
- Name of your event
- Any Title/ topics / content/ description of your event
- Any other specifications

The event should be approved by Dioxin2025 and a proposal including room rental and basic equipment will be sent to you based on the given information.

# CEVA SHOWFREIGHT | NETHERLANDS

## SHIPPING INSTRUCTIONS AND TARIFF

**DIOXIN 2025**

Titanic Golf Resort Antalya  
2-7 November



ANTALYA  
**DIOXIN** 2025  
2-7 NOVEMBER

**ceva**  
LOGISTICS

# CONTENTS

KEY INFORMATION

SHIPPING DEADLINES

INTERNATIONAL DOCUMENTATION

ADDITIONAL INFORMATION

FREIGHT TARIFF

CONDITIONS

# KEY | INFORMATION



## Airfreight Shipments

All consignments should be sent freight prepaid to Istanbul Airport (IST) and consigned to:

CEVA Showfreight / Gruptrans Int'l Transport & Trade Co. Inc.  
Ahi Evran Caddesi, No:6  
42 Maslak, Ofis 3, Kat:3 No:2  
34475 Maslak, Sariyer, Istanbul/TURKIYE  
C / O: (Exhibitor's Name – Hall / booth)

**Please provide a full pre alert advising contact name on stand and required delivery date to the stand. If you know the goods will be returning after the Show, please indicate this on the CIPL.**



## Oceanfreight Shipments

All Bills of Lading should be sent via courier together with a copy of the CIPL

The contact on the stand and required delivery date made clear on the CIPL.

Shipments must be shipped on pre-paid base, up until arrival Ambarli seaport (TRAMR). All Bills of Lading should be sent freight prepaid to TRAMR and consigned to:

CEVA Showfreight / Gruptrans Int'l Transport & Trade Co. Inc.  
Ahi Evran Caddesi, No:6  
42 Maslak, Ofis 3, Kat:3 No:2  
34475 Maslak, Sariyer, Istanbul/TURKIYE  
C / O: (Exhibitor's Name – Hall / booth)

**Please provide a full pre alert advising contact name on stand and required delivery date to the stand. If you know the goods will be returning after the Show, please indicate this on the CIPL.**



## Warehouse Shipments

CEVA Showfreight / Gruptrans Int'l Transport & Trade Co. Inc.  
Ahi Evran Caddesi, No:6  
42 Maslak, Ofis 3, Kat:3 No:2  
34475 Maslak, Sariyer, Istanbul/TURKIYE  
C / O: (Exhibitor's Name – Hall / booth)

**CEVA Contact:** T: +31 (0) 88 028 3100 E: [events.nl@cevalogistics.com](mailto:events.nl@cevalogistics.com)

**All shipments must be pre-advised to CEVA with customs and transport documents prior dispatching of the shipment.**

# SHIPPING | DEADLINES

Airfreight at Istanbul Airport (IST)	5 workings days before delivery
Seafreight LCL at Ambarli Seaport (TRAMR)	10 working days before delivery
Seafreight FCL at Ambarli seaport (TRAMR)	10 working days before delivery
Roadfreight at MURATBEY TIR CUSTOMS	5 workings days before delivery

## BOOKING DEADLINES

All formal orders must be received by latest **10 workings days before delivery**

**\*Any orders received after the above deadline may be subject to a 30% late booking surcharge\***

## GUIDE TO CORRECT DOCUMENTATION

- Invoice number and date, model name, serial numbers, total pieces, total weight, quantity, unit & total value (CIF Istanbul) is to be mentioned.
- Photographs of all items need to be sent via email.
- Invoices must be printed on original company letterhead with original signature and stamp.
- Temporary & permanent goods need to be packed separately due customs regulations.
- Do not send any goods that are not declared on invoice. Wrong or misleading declaration may cause confiscation of the whole shipment.

# INTERNATIONAL | DOCUMENTATION

<b>Sender Address</b>		<b>Consignee Address</b>		<b>Delivery Address</b>		<div>YOUR COMPANY LOGO HERE</div>	
				Same as Consignee			
<b>Contact Name</b>		<b>Contact Name</b>		<b>Contact Name</b>		<b>Exhibition</b>	
<b>Phone Number</b>		<b>Phone Number</b>		<b>Phone Number</b>		<b>Exhibitor</b>	
<b>Email Address</b>		<b>Email Address</b>		<b>Email Address</b>		<b>Hall / Stand</b>	
<b>EORI/VAT/TAX Number</b>		<b>EORI Number</b>		<b>EORI Number</b>		<b>Invoice No</b>	
						<b>Incoterm</b>	
						<b>Page No</b>	

Package Number	Units	Detailed Description of goods (In English) with serial numbers if applicable	HS Tariff Code	Dimension in cms			COO	Weight in kgs		Unit value (CURRENCY)	Total value (CURRENCY)	Mark Status *		
				Length	Width	Height		Gross	Net			A	B	C

<b>Totals</b>		<b>Signature :</b>	<b>Sub-Total Temporary Items - A</b>		<b>Sub-Total Permanent Items - B</b>		<b>Sub-Total Consumable Items - C</b>	
Total Packages	2		Packages		Packages	2	Packages	
Total Value (CURRENCY)	USD		Value (CURRENCY)		Value (CURRENCY)	\$1,695.00	Value (CURRENCY)	
Total Gross Weight	35		Gross Weight		Gross Weight	35	Gross Weight	
Total Net Weight	17		Net Weight		Net Weight	17	Net Weight	
Total Volume (cbm)	0.00		Volume (cbm)		Volume (cbm)		Volume (cbm)	

**A** = Temporary Items  
**B** = Permanent Items  
**C** = Consumable Items

We hereby certify that the prices stated in this invoice are the current export market prices for the merchandise described and we accept full responsibility for any inaccuracies or errors herein.

An example commercial invoice (CIPL) is displayed above. Electronic copies of this can be emailed upon request.

We must have copies of all documents at least 12 working days in advance of arrival of import shipments.

A CIPL invoice is required in order to clear customs and must contain the following Information, please address invoice as follows:

CEVA Showfreight / Gruptrans Int'l Transport & Trade Co. Inc.

Ahi Evran Caddesi, No:6

42 Maslak, Ofis 3, Kat:3 No:2

34475 Maslak, Sariyer, Istanbul/TURKIYE

C / O: (Exhibitor's Name – Hall / booth)

Please include a detailed description of each item with HS Code, quantity of each item and value and net weight of each item.

Each item must be marked as temporary, permanent or consumable customs entry, with summary value and net weight for each type of entry noted on the invoice.



# ADDITIONAL | INFORMATION

## Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, theft or damage whilst goods are left unattended on your stand. We will do our very best to deliver, collect your goods to and from your stand when requested. However this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, show days and break-down.

**Insurance can be provided upon request.**

Please contact: [events.nl@cevalogistics.com](mailto:events.nl@cevalogistics.com) for a competitive quotation.



## Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer.

**BNP Parisbas S.A.**  
**Herengracht 595**  
**1017 CE**  
**Amsterdam**  
**The Netherlands**

Account Name: Account	CEVA Receivables finance DAC
Number: Sort Code:	0227724445
IBAN:	NL10 BNP
BIC (Swift):	0227724445
	BNPANL2A





# FREIGHT | TARIFF

## ON-SITE HANDLING TARIFF

*Onsite handling tariff for shipments reaching exhibition site cleared from customs.  
Prices are based on Unloading via 3 Tons forklift & delivery to the stand (packed).  
Intermediate Storage Before & After the show is excluded.*

Weight	Price in EUR (09:00-20:00)	Price in EUR (20:00-09:00)
0 - 1000 kg	273,00 €	344,50 €
1001- 2.000 kg	357,50 €	448,50 €
2001 – 4000 kg	422,50 €	526,50 €
4001- 6000 kg	539,50 €	676,00 €
6001- 8000 kg	630,50 €	786,50 €
8001- 10000 kg	On Request	On Request
Full Truck (Up to 20 Tons)	On Request	On Request
Empty Handling (Per CBM)	84,50 €	84,50 €

*1 CBM = 333 KG / Charges are applicable Per Exhibitor / Same Charges will be applied for outbound. Pieces exceeding 3.000 kgs or 300 x 240 x 250 cms (either actual or chargeable weight) will be subject to special pricing.*

## ADDITIONAL SERVICES & CHARGES

*Unpacking-packing, container grounding, positioning, mantling and dismantling operations will be charged additionally, based on below labor and equipment charges*

Description	Price in EUR, Per Hour (09:00-20:00)	Price in EUR (20:00-09:00)
Worker (Minimum 4 Hours)	On Request	On Request

Weekend surcharges will be based on 20:00 – 09:00 tariffs

Official holiday surcharges will be based on 50 % to the normal tariffs

# FREIGHT | TARIFF

## CUSTOMS CLEARANCE

### ***Clearance at MURATBEY Customs, IST/ISL Airport and AMBARLI Customs***

Delivery Order

Inspection for groupage shipments / Per Way

Inspection for FTL or FCL shipments / Per Way

Translations from English / Per Page

ATA Carnet Clearance (Per Carnet, Per Way)

Temporary Clearance with Commercial Invoice (Per Invoice, Per Way)

\*\*\*upto CIF 25.000 € Maximum.

Values exceeding this amount will be subject to special quotation

Bond Fee Commission, up to 20.000,00 €

Bond Cancellation

Permanent Customs Clearance (Brochures Only)

Permanent Customs Clearance (Promotional Items)

Permanent Customs Clearance (Exhibits)

Import Permission Fee (Where Applicable)

### **Price in EUR**

207,00 €

52,00 €

69,00 €

14,00 €

287,50 €

374,00 €

8%, minimum 250,00 €

98,00 €

224,00 €

316,00 €

8%, minimum 350,00 €

213,00 €

## LOCAL TRANSPORTATION FROM CUSTOMS TERMINAL TO VENUE

### ***from MURATBEY Customs up to Venue***

Base Charge (minimum)

495,00 €

Per each additional cbm up to 10 cbm to be added

57,50 €

Per each additional cbm up to 30 cbm to be added

52,00 €

30 cbm and afterwards to be added

48,00 €

### ***from AMBARLI Seaport up to Venue***

Base Charge up to 3 cbm (minimum)

172,50 €

Per each additional cbm up to 11 cbm to be added

34,50 €

Per each additional cbm up to 22 cbm to be added

29,00 €

22 cbm and afterwards to be added (22 cbm for 20'dc, 44 cbm for 40 dc')

23,00 €

### ***from IST/ISL Airport up to Venue***

Base Charge (minimum) 200 kg up to 0,60 cbm

590,00 €

Per each additional kg to be added

0,50 €

## **INTERMEDIATE STORAGE**

### ***Before / After the Show (up to 3 days / per way)***

Base Charge up to 3 cbm (minimum)

### **Price in EUR**

202,00 €

Per each additional cbm to be added /PER DAY upto 14 days

17,00 €

# CONDITIONS | CEVA SHOWFREIGHT

## GENERAL TERMS & CONDITIONS

All charges will be calculated on the basis of 1 cbm = 333 kgs, 1 LDM = 5 cbm , all truck freight over 9 LDM is considered as full truck.

All third-party costs including but not limited to; customs delivery order (ordino) fees, THC, port charges, customs storage charges, local transportation costs, demurrages, overtime charges, vat and other taxes, and duties will be charged as per outlay plus 5% (min 20,00 Euro.)

Fumigation is required for all WPM (Wood Packing Material.) Exhibits must be packed in accordance with the international transport standards. To avoid any damages which may occur during customs inspections, it is recommended that the structure of the outer package and/or casing allows for an easy access to the contents.

Pictures of all goods declared on the invoices must be attached to the pre-alert. Same pictures and all relevant information pertinent to the subject goods such as model name and serial number should also be readily apparent within an attachment placed on the outer package to ease the customs inspection procedures and avoid any potential damages to the outer package.

Exhibitors are free to use their own shipping companies followed by the export clearance and loading after the closing dates. In case return shipping instructions have not been given by exhibitor/forwarding agents until the end of exhibition and/or carriers do not pick up during dismantling period the exhibits will be transported to CEVA warehouse. Additional storage, handling and transport charges to warehouse will be debited.

A handover fee of 350,00 Euro will be charged for returning shipments via AIR and SEA by other forwarders than CEVA

This tariff is applicable only for in-gauge general cargo. Dangerous goods, textile products, petroleum products, foodstuff and liquids will be quoted separately, upon request.

Oversize shipment surcharges will be applicable for single pieces exceeding 3.000 kgs or 300 x 240 x 250 cm (either actual or chargeable weight)

Unpacking-packing, container grounding, positioning charges will be debited additionally, as per equipment charges.

It is not allowed to change the commodity of the temporarily imported goods. During the exhibitions, retail sale or give away of temporarily imported goods is strictly forbidden. The legal selling process only starts when CEVA deliver the goods to customs with sale notation.

Either the exhibitor or owner of the shipment or their officially assigned subcontractor must be present during the handling process and supervise all unloading, positioning, and loading operations. Otherwise CEVA cannot be held responsible for any damages to be occurred due to these undertakings.

CEVA will not take any responsibility for the timely delivery of the shipments without prior notification or if the instructions are ignored at any point listed below.

Permanently imported goods such as giveaways, brochures and/or consumables cannot be re-exported.

Since importation and exportation rules and regulations are subject to alterations made by the state authorities without prior notice, GRUPTRANS cannot be held responsible for any delays and/or confiscations to be occurred because of the changes made in the existing regulations and/or customs procedures

**SOLD GOODS:** Goods which are sold during exhibitions are to be delivered back to customs bonded warehouse by CEVA, only after the closure of the temporary importation procedures, relevant documents will be handed over to the buyer to initiate permanent importation transactions. ALL in & outbound charges arising up to the closure of the temporary importation procedures will be invoiced to the shipper

**TERMS OF PAYMENT:** Pre-payment of Inbound /outbound charges, including customs duty deposit and other charges as per tariff or agreement, have to be paid by bank transfer, credit card or cash PRIOR arrival of the cargo.

# CONDITIONS | CEVA SHOWFREIGHT

CEVA Logistics Netherlands B.V. Showfreight

## CONDITIONS

The latest version of the Logistics Services Conditions ("LSC") as filed by the Netherlands Association for Forwarding and Logistics (Fenex) and TLN (Transport and Logistics Netherlands) at the office of the District Court in Rotterdam applies to all activities of Showfreight. In addition to the LSC, the following provisions shall apply to all services performed. The full text of the LSC can be provided on request.

## CONDITIONS OF CEVA SHOWFREIGHT

- A. General**
- Definitions:  
**CEVA Logistics Netherlands B.V. doing business as CEVA Showfreight:** hereafter also called CEVA Showfreight", provides logistics services for trade fairs, exhibitions and events on the instruction of trade fair organisers, stand builders, exhibitors, etc.  
**Client:** a company or organisation that has instructed CEVA Showfreight to perform work.  
**Exhibitor:** a company or organisation that takes part in a trade fair, exhibition or event. **Stand builder:** builds a stand on the instructions of an exhibitor, and, if requested, sets up the display.  
**Hall lessor/manager:** the owner of a hall complex who leases exhibition space to a trade fair organiser or trade fair exhibitors.  
**Trade fair organiser:** a company or organisation that organises events and exhibitions in hall complexes and that is not the owner of the hall complex.
  - CEVA Showfreight shall be present on location during the normal working hours and days.  
At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge. All additional costs related to the work performed outside of the normal working hours, such as travelling time and waiting time, shall be charged to the client on the basis of the actual costs incurred.
  - If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal and the daily rental charge.
  - If, after written confirmation of an order, the client chooses not to make use of the services 7 days prior to the commencement of the services, CEVA Showfreight reserves the right to charge the client a maximum of 50% of the order value.
- A. Representative**
- Unless agreed otherwise, any person who instructs CEVA Showfreight to carry out activities will be deemed to be the authorised representative of the exhibitor / stand builder / organiser for whom the services are being provided. This representative declares that he/she agrees with both the LSC and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorised to give instructions and directions while the work is being performed.
- A. Provision of services**
- The client shall bear the expense and the risk of the work performed by CEVA Showfreight.
  - If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order to CEVA Showfreight and shall handle/deliver the goods accordingly (after payment in cash where deemed necessary). The costs of this service may be charged to the exhibitor / stand builder / organizer or to the client.
  - CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:
    - it is not clear on whose instructions the work is being performed;
    - the shipment details are unclear and/or incomplete;
    - the goods are in such a condition that further handling of these goods could result in damage / further damage to goods and/or third parties and/or cause injury to persons;
    - the material required is not available;
    - this has resulted or could result in damage of any nature;
    - the instructions of CEVA Showfreight personnel have not been correctly followed;
    - the location at which the work is to be performed is not accessible or not available.
- A. Client's responsibilities**
- Any goods handled are not insured by CEVA Showfreight, the client must arrange an adequate (transport) insurance.
  - The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform the work at the agreed times.
  - The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.
  - The client is responsible for providing written instructions, or when agreed oral instructions, on the work that is to be performed.
- A. Responsibilities/liability of CEVA Showfreight**
- Unless agreed otherwise, CEVA Showfreight shall deliver goods directly to the stand, after which the exhibitor / stand builder shall bear the expense and risk of these goods. CEVA Showfreight is authorized to sign proofs of delivery on behalf of client or the consignee as the case may be.
  - CEVA Showfreight shall under no circumstances be liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.
    - CEVA Showfreight is not liable or responsible for the contents of the parcels.
    - CEVA Showfreight is not liable or responsible for the number of parcels loaded from the stand or placed in storage.
  - CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.
- Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the
- A. Instructions of hall managers/trade fair organisers**
- Handling of the participants' goods and packaging, such as internal transport and storage on the instructions of hall managers, trade fair organisers or other interested parties, may be charged to the stand builder / exhibitor or the client as the case may be.
  - Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor or the client as the case may be.
- A. Storage of packaging**
- CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand during the set up of a trade fair.
  - CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging material at a site to be selected by CEVA Showfreight. The location of this site will not affect the application of the packaging surcharges.
  - When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.
  - CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.
  - Packaging is usually stored in areas that cannot be securely locked; CEVA Showfreight is not liable for damage or loss that may arise as a consequence thereof.
    - The packaging storage area is not accessible to the client.
    - At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.
- A. Storage**
- CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
  - If stored goods damage the property of third parties or materials or buildings, the costs arising from this damage may be charged to the client.
  - The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.
  - Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
  - The client shall bear the costs related to the supervision of the visit to the storage area.
  - The client is liable for any direct or indirect damage caused by the client or any person falling under the client's responsibility.
  - goods in the absence of the client.
  - CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.
  - CEVA Showfreight is not liable for damage that arises as the result of improper stowage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been informed of the objections to the manner of stowage in writing at the time of the performance of the work.
  - CEVA Showfreight is not liable for damage that arises as the result of the breakdown of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order or did not meet government requirements or, in the absence of government requirements, did not meet the requirements that could reasonably be expected.
  - CEVA Showfreight is not liable for loss or damage caused by another party working on the grounds of the trade fair, whether or not under the orders of the hall managers or trade fair organisers.
    - CEVA Showfreight shall only consider claims if the damage is reported to the office immediately when it occurs, but in any case before the goods leave the grounds of the trade fair so that CEVA Showfreight has the opportunity to record that damage and have a professional assessment made if it deems this necessary.



## **SHIPPING INSTRUCTIONS ISTANBUL**

### **Consignee on AWB - B/L - CMR and all customs documents must show:**

CONSIGNEE: CEVA Showfreight / Gruptrans Int'l Transport & Trade Co. Inc.  
Ahi Evran Caddesi, No:6  
42 Maslak, Ofis 3, Kat:3 No:2  
34475 Maslak, Sariyer, Istanbul/TURKIYE  
C / O: (Exhibitor's Name – Hall / booth)

All shipments must be pre-advised to CEVA Showfreight with customs and transport documents prior dispatching of the shipment.

#### **1. GUIDE TO CORRECT DOCUMENTATION**

- Invoice Nr./date, Model Name, Serial Numbers, Total Pieces, Total Weight, quantity, unit & total value (CIF Istanbul) is to be mentioned.
- Photographs of all items need to be sent via email.
- Invoices must be printed on original company letterhead with original signature and stamp.
- Temporary & Permanent goods need to be packed separately due customs regulations.
- Do not send any goods that are not declared on Invoice. Wrong or misleading declaration may cause confiscation of the whole shipment.

#### **2. TEMPORARY IMPORT**

*ATA Carnet:* In section B of ATA Carnet, "GRUPTRANS" must be written, exhibition / event name must be indicated in the section C. Only in case "GRUPTRANS" is not written in section B of ATA carnet, a special POA will be an obligation.

This Power of Attorney must be approved by the local Chamber of Commerce issuing the ATA Carnet.

**\*\*e-mail:** providing the ATA Carnet excel, pictures of goods / model name / serial nr is an obligation\*\*

*Commercial Invoice - Invoice (original).* Our commercial invoice template is on the next page.

**\*\*e-mail:** providing picture of goods / model name / serial nr. is an obligation\*\*

#### **3. PERMANENT IMPORT (for promotional items only)**

*Commercial invoice - Invoice (original).* Our commercial invoice template is on the next page.

- ATR/EUR/COO/DGR Certificate (Where Applicable)
- Some giveaways might be subject to restriction or special permissions;

therefore, please contact us with detailed list of goods for approval before packing.

**\*\*e-mail:** listing detailed description of product per line, unit price, customs tariff (HS CODES) is an obligation, pictures of the products to confirm correct declaration \*\*

#### **4. DEADLINES:**

Arrival is defined as the time of availability of the documents from the Carrier.

**Truck shipments:** 10 working days prior to stand delivery date at MURATBEY TIR CUSTOMS / Mirlog warehouse

**Air shipments:** 10 working days prior to stand delivery date at ISTANBUL AIRPORT (IST).

**Ocean shipments:** 12 working days prior to stand delivery date at AMBARLI SEA PORT

(Additional 2 working days for the goods without ATA Carnet.)

*Enclosed tariff is not applicable for shipments arriving to a different port other than the ones listed above.*

#### **5. INSURANCE:**

It is recommended that exhibitors carry an all-risk insurance policy for their goods as well as crates from point of departure through the destination and covers the transit period as well as the exhibition mantling/dismantling. CEVA Showfreight cannot be held responsible by the insurance agent or exhibitor/shipper in any case

**6. TERMS OF PAYMENT:**

Pre-payment of Inbound /outbound charges, including customs duty deposit and other charges as per tariff or agreement, must be paid by bank transfer PRIOR arrival of the cargo.

CEVA Showfreight  
Elektronweg 24  
3542 AC Utrecht  
The Netherlands

KvK Oost Brabant 16066165  
VAT no. NL009577932B01  
+31 (0) 88 028 3177

CEVA Logistics Netherlands BV  
Account No: 0227724445  
IBAN: NL10BNPA0227724445  
SWIFT: BNPANL2A







**(TR) Türkiye'ye geçici ithalat amacıyla kullanılan yabancı ATA karneleriyle ilgili**

**(EN) For the foreign ATA carnets which is used for temporary importation to Turkey**

**(FR) Concernant les carnets ATA étranger qui sont utilisés pour l'importation temporaire en Turquie;**

**Vekâletname/ Power of Attorney/ Procturation**

• ..... sayılı ATA karnesi hakkında/ concerning this ATA carnet/ concernant ce carnet ATA,

• Belirttiğim kişiye yetki veriyorum/ I herewith authorize/ Par ce procuration j'autorise:

.....  
.....

(Yetkili kılınan kişinin adı, adresi ve kimlik veya pasaport numarası/ Name, address and ID or passport number of the authorized person/ Nom, l'adresse et le numero d'identité ou passeport de la personne autorise)

**(TR)** Vekâlet verdiğim kişi, karne kapsamı eşya hakkında gümrük işlemlerini yapmaya yetkilidir. Bu yetkilendirme, ATA karnesiyle birlikte fiziksel denetim için eşyanın sunulması ve karnenin iç sayfalarında bulunan tüm Geçici İthalat Beyanı (F) kısımlarını imzalama yetkisini de kapsar.

**(EN)** The person which I gave this power of attorney is authorized to handle customs clearance of goods covered by the carnet, This authorisation includes the presentation of the goods for physical inspection, together with this ATA carnet for customs transactions and signing of section Temporary importation Declaration (F) of all vouchers.

**(FR)** La personne à qui j'ai donné cette procuration est autorisée à traiter le dédouanement des marchandises couvertes par ce carnet. Cette autorisation comprend la présentation des marchandises pour l'inspection physique ainsi que le carnet ATA pour les transactions douanieres et la signature de la section Declaration d'Importation Temporaire (F) de tous les volets.

Karne hamilinin imzası ve/veya kaşesi

Yetkili memurun imzası ve

Elçilik/Konsolosluk/Noter/düzenleyen Oda mührü

Signature and/or stamp of carnet holder of the

Signature of the authorised official and stamp

embassy/consulate/notary/issuing Chamber

Signature et/ou cachet du titulaire du carnet l'Ambassade/du Consulat/

Signature du delegue et timbre de

du Notaire/de la Chambre emettrice

Tarih/Date/Date