

General Participation Conditionals

1. Definitions: "PARTICIPANT" means the institution / institution that completes the application form and signs the participation agreement; "ATIS", organizer ATIS Fuarçılık A.Ş. and its officials; "FAIR", CRAFT ISTANBUL HANDICRAFT FAIR, which will be held between October 02-06, 2024, "FIELD ADMINISTRATION", management and employees of BELTUR A.Ş.; "VENUE", Dr.Mimar Kadir TOPBAŞ Gösteri Sanat Merkezi.

2. Contract: This application form and general participation conditions are legal contracts with mutual rights and obligations from the moment they are signed by the PARTICIPANT and ATIS officials. Contract runs accordance with T.R. Laws and Turkey Chambers and Stock Exchanges Union (TOBB) been run. The location allocation of the EXHIBITOR, who mutually signed the participation contract and made the payments in accordance with the conditions on the first page of the contract, is deemed to be finalized. The PARTICIPANT who signs this contract must comply with the terms of the contract, the organizational conditions and time flow plans to be notified by ATIS. The official, who is the legal representative of the company that will sign the contract, is obliged to submit the signature circular, the trade registry newspaper and the tax certificate.

3. VENUE: Avrasya Gösteri ve Sanat Merkezi, Yenikapı Event Area, Kennedy Cd. No: 11/1, 34096 Fatih / İstanbul (<http://www.avrasyagosteri.com.tr/>)

4. Application Deadline: Fair Applications will end on **September 2, 2024**.

5. Visiting Hours:

02 October 2024, 10.00-19.00 preview and opening (Only by invitation) *

October 03, 2023 between 10:00 - 19:00

October 04, 2023 between 10:00 - 19:00

October 05, 2023 between 10:00 - 19:00

October 06, 2023 between 10:00 - 18:00

* Entrance to the fair area will not be possible without a badge or invitation.

** Unless ATIS decides otherwise, visitor entrance is paid and by invitation.

6. Participation Fee:

• Empty space fee: **100 \$/m2** + 20% VAT

• Standard booth fee: **120 \$/m2** + 20% VAT.

7. Discounts:

a. Early Booking / Early Bird Discount:

Requirements for the application of 10% Early Bird discount:

• The contract must be signed by **15 July 2024** at the latest;

• By **15 July, 2024, 30%** of the total contract value must be paid. The remaining balance (70%) must be completed by **September 15, 2024** after the contract is concluded. If the payment is not completed by that date, the Early Bird discount will not take place and a 10% discount will be billed separately.

b. 10% discount in case of stand rental of 50 m2 or more.

8. Payments:

• **Term Payment:** The contract price will be divided into parts until **September 02, 2024** and the down payment (30%) will be paid within 5 working days following the signature of the contract. The remaining balance amounts are matured by check / note until **September 02, 2024**.

• **Payment by Credit Card:** The last installment for credit card payments should not exceed **September 02, 2024**. As a guarantor for payments made with a credit card, the PARTICIPANT agrees to share credit card information. 100% of the contract price must be completed by **September 02, 2024**. In payments, the delay interest is applied as 3% per month without the need for warning. Compensation rights are reserved.

9. Canceling Participation / Termination of Contract:

The EXHIBITOR who signed the contract cannot give up attending the fair for any reason (except for force majeure), and cannot terminate the contract unilaterally. The EXHIBITOR, who undertakes to participate in the fair by signing this contract, will pay 25% of their financial obligations for cancellations made 90 days before the fair, 50% for cancellations up to 60 days, 75% for cancellations up to 30 days, and 30 days for cancellations. It accepts and declares that it will fulfill 100% of all financial and other obligations for cancellations made in the less remaining period. If the EXHIBITOR cannot participate in the fair for any reason or cannot fulfill its financial obligations, it accepts that it is entirely ATIS 'discretion to evaluate the stand allocated to it differently.

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financial obligations, it will be at the disposal of ATIS to evaluate the stand assigned to it in a different way.

10. Area and Date Change: ATIS may change the location and the date of the fair due to, natural disasters and other legally acceptable force majeure reasons.

11. Area Usage: As of 16:00 on **October 01, 2024** the **PARTICIPANT** will be able to enter the Fair Area to arrange the stand decoration. The **EXHIBITOR** must complete the construction of his stand and interior decoration until 09:00 on **October 02, 2024** and remove his empty chests from the stand. The **EXHIBITOR** is obliged to leave the exhibition area until **10:00** the next day as of the end of the exhibition. The **PARTICIPANT** and the technical person (s) he / she has chosen must comply with the general safety and cleaning rules in the construction of the stand. The **PARTICIPANT** cannot apply adhesive materials to the floor, walls and columns of the area, nor nail nails or staples, and leave the floor and walls scratched or broken. It is completely forbidden to use electrostatic paint and health hazardous stand materials. The **EXHIBITOR** agrees not to use and process any material that may damage the area, otherwise ATIS is fully authorized to determine the amount to be paid in return for the damage caused.

12. Delivery of the Products to be Exhibited and Sending from the Field: The **EXHIBITOR** is responsible for organizing the transportation of the products to be exhibited and all the materials to be used on the stand. ATIS cannot accept the cargo and transportation coming on behalf of the **PARTICIPANT** and cannot sign in the place of the **PARTICIPANT**. ATIS is not responsible for the products and materials to be delivered to the field in the absence of the **PARTICIPANT**.

13. Stand Usage: The stands used by the **EXHIBITOR** are for the use of the **EXHIBITOR** only. Without the written permission and approval of ATIS, the **EXHIBITOR** cannot make changes in the booth areas, allocate another place or use it as a partner. **ATIS** does not make any commitments regarding the layout plan. Final layout and stand sizes will be determined by ATIS management. **ATIS** reserves the right to make changes at any time in the booth allocation areas and to regulate all areas as the exclusive authority. In the fair, it is forbidden to broadcast loud music or video, to shout, to create any noise focus, to do activities against

the rules of fire prevention and to use materials, to make unauthorized demonstrations. The **PARTICIPANT** can not go beyond the standards for floor, panel surfaces, lighting etc. Defined by ATIS. However, the **EXHIBITOR** who wants to change the booth layout in line with the artistic presentation priorities, can notify ATIS in writing up to 1 month before the fair date and apply it if it is approved and accepted. If the **PARTICIPANT** causes these situations, ATIS agrees in advance that it has the right to close the stand indefinitely. The **EXHIBITOR** whose stand is closed is obliged to pay the entire contract price. The **PARTICIPANT** is obliged to protect the leased area, stand, materials and return it as received, and to cover the damage it has caused, if any. **ATIS** is fully authorized to determine the amount to be paid by the **EXHIBITOR** for damages to occur in the rented stand materials.

14. Boutique Stand Construction: The **PARTICIPANT** who rents empty space can fulfill the special stand design and construction through ATIS. When the empty space is rented, empty floor and electricity will be allocated to the **PARTICIPANT**. The **EXHIBITOR** must submit the identity and insurance information of the workers who will work in the booth installation to ATIS at the latest on **September 15, 2024**. Employees whose information is not transmitted will not be able to enter the fairground. At the end of the fair, it is the responsibility of the **EXHIBITOR** to remove the stand materials and waste from the fair area. The **EXHIBITOR** can get service from ATIS in case of request for extra material (Article 20).

15. Eating-Drinking / Catering Services in the Area: The **EXHIBITOR** cannot bring any food or drink from outside to the area, and cannot allow it to be brought. It is forbidden to eat at the stands open to visitors between the fair dates. Catering services are provided from the cafeteria, restaurant and area administration in the venue.

16. Fair Participation Conditions: The lowest stand area is **9 m2**. For artistic dolls (ArtDoll), it is at least **4 m2**. 1 (One) product in 9 m2 and similar products can be exhibited. Industrial crafts can never be exhibited at the fair. Free show space will be allocated according to the product quality. Exhibitors will be able to make sales in the fair. The **EXHIBITOR** should submit the list of artists he / she intends to exhibit in the **Catalog Information Form (ANNEX 1)** and submit it to the

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approval of ATIS on condition that it does not exceed **September 02, 2024**. If this form is approved by ATIS, it cannot be changed again and other artists cannot be added. It can be changed with the approval of ATIS due to unforeseen events related to the artist or the **PARTICIPANT**. Except for collections without commercial concerns, works by an artist may not take place in more than one stand. The **EXHIBITOR** will have a stand on duty at 09:30 at the latest every day from the opening date of the fair and will leave the stand at the closing time of the fair. The EXHIBITOR cannot leave the space allocated to it during the fair visiting hours and during the fair empty, create an abandoned stand appearance, disrupt the fair layout and general appearance, and act in violation of the general fair rules. Otherwise, ATIS agrees in advance that the right to close the stand and that the provisions of Article 9 will apply.

17. Security and Health in the Area: Exhibitor is responsible for stand security during the exhibition visiting hours and ATIS is responsible beyond the visiting hours. ATIS is obliged to have an ambulance in the area.

18. Smoking in the Area: It is forbidden to use cigarettes and all kinds of tobacco products in the fair area as per the law regarding the use of tobacco products published in the official newspaper dated 07.01.2011 and numbered 27808.

19. Work / Product Insurance: There is no insurance issued by ATIS to protect the works on the stands against any damage. The EXHIBITOR may insure his own stands and products, if necessary. ATIS is responsible for taking out third party liability insurance determined by TOBB.

20. Extra Material: In case of a request for service and product (shelf, additional spot lighting, table etc.) not offered by ATIS pursuant to the Contract, the EXHIBITOR must request Extra Materials. The application deadline for the extra material is September 15, 2024, (ANNEX 3). Apart from ATIS commitments, products and services to be requested in writing by the PARTICIPANT will be invoiced separately to the PARTICIPANT.

21. During the opening hours of the fair, goods are not allowed in or out of the fair area. However, it can be done with the approval of ATIS.

22. Services included in Standard and Special booth rental price:

- a. Establishment of a standard stand in the dimensions specified in the contract;
- b. At minimum **9 m2** stands : 1 table, 2 chairs, 3-socket outlet, spot lighting, carpet, exhibitor names (stand pediment writings) every 3 m2 in uniform format (9 m2 the same amount of material will be provided for the floors upon request);
- c. Giving 1 invitation for every 6 m2 for the preview and exhibition official opening ceremony (Invitations are for 2 people)
- d. Providing door entry host / hostess; to.
- e. Provision of consulting services;
- f. Providing 1 badge for each PARTICIPANT artist;
- g. Up to 2 badges for persons who will work at the EXHIBITOR stands;
- h. Providing general security of the fair;
- I. Providing general cleaning of the fair (cleaning inside the stand belongs to the PARTICIPANT);
- j. Supply of 1 catalog per 6 m2 for each PARTICIPANT.
- k. Providing 1 (One) user wireless internet password for each participant.
- l. Supply of 1 one-day entrance invitation for every 9 m2.

23. Services included in the free space rental price:

- a. The allocation of the empty floor and the electrical connection specified in the contract;
- b. Giving 1 invitation for every 9 m2 for the preview and exhibition official opening ceremony (Invitations are for 2 people)
- b. Provision of a door entrance host / hostess;
- c. Provision of consulting services;
- d. Providing 1 badge for each PARTICIPANT artist; for. Maximum 2 badges for the people who will work at the EXHIBITOR stands;
- f. Providing general security of the fair;
- g. General cleaning of the fair (cleaning inside the stand belongs to the PARTICIPANT);
- h. 1 catalog per 9 m2 for each PARTICIPANT.
- I. Providing 1 (One) user wireless internet password for each participant.
- j. Giving 10 one day entrance invitation for every 10 m2.

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24. Catalog: The catalog will be prepared in English and Turkish, colored, coated paper, in dimensions of **16.5x23cm**. The catalogs will be sent to potential buyers, shopping malls, companies and organizations selling handicrafts, hotels and resorts stores, museums, educational institutions and institutions and organizations that are interested in handicrafts. Half page will be given to each **PARTICIPANT** in the fair catalog. The allocated half page will include the **EXHIBITOR** logo, contact information, the participating artist list and 2 images of the works to be exhibited. For the CRAFTISTANBUL 2021 fair catalog, the **EXHIBITOR** must fill in the **Catalog Information Form** and submit it to ATIS with signature and stamp until no later than **September 02, 2024 (ANNEX 1)**. Information required for the Catalog Application Form: The **EXHIBITOR** contact information, logo and artwork. (300dpi resolution, in JPEG, TIFF, PDF format). If the form in question is not sent on time, the **PARTICIPANT** will not be able to be included in the fair catalog. The **EXHIBITOR** agrees to share the information in the catalog with the members of the press. The catalog will also be published digitally on the website.

25. Fair Catalog Advertising Fees:

Back Cover: **10,000 TL**
Front Inner Cover: **5.000 TL**
Back Inner Cover: **4.000 TL**
Page 1: **5.000 TL**
Page 2: **3.500TL**
Page 3: **4.000 TL**
Page 4: **3.000TL**
Internal Full Page: **2.000 TL**
Internal Half Page: **1.000 TL**

* 20% VAT is not included in the prices.

* A separate package will be offered for institutions or organizations that wish to sponsor.

26. PR and Promotion Advertisement: ATIS is obliged to carry out the works to make the general organization and promotion of the fair in the best way, to ensure the participation of the target visitors, to perform the opening organization in the most effective way for the success of the fair. ATIS, organizing national and international PR works of the fair and events, announcing in visual, written, oral and social media,

informing and inviting the relevant people, companies and organizations at home and abroad, making indoor - outdoor advertising works, newsletters and fair to be issued in certain periods. Responsible for providing information and transfer of information about the **PARTICIPANT** on the website. ATIS should include company logos and links on the Fair website. The

PARTICIPANT is obliged to share the fair logo and banner on their website and social networks and announce the participation in the fair.

27. Stamp Tax: The stamp tax arising from the contract belongs to the **PARTICIPANT**.

28. Cases of Conflict: Ankara Courts and Enforcement Offices are authorized in cases of conflict.

29. Confidentiality: Each party agrees and declares that this contract will remain confidential and will not engage in any contract, advertisement or disclosure of matters relating to this contract (**except Articles 24 and 26**).

ANNEX 1: Catalog Information Form

ANNEX 2: Badge Request Form

ANNEX 3: Extra Material Form