



9th Turkish International Oil & Gas Showcase 16-17 March 2010

Sheraton Hotel & Convention Centre
Ankara, Turkey

EXHIBITOR MANUAL

Dear Exhibitor,

We would like to welcome and thank you for your participation in **TUROGE 2010**.

The **Exhibitor Manual** contains important information, which will help you in your preparations for the event. Please read it carefully and if you have any questions, please contact us and we will be happy to help.

The **Marketing Forms** will be sent to you in a separate file. Kindly read through all of them and complete the necessary ones. Please return the completed forms by the specified date to ensure that the services required will be provided.

We wish you success at **TUROGE 2010!**

Yours Sincerely,

TUROGE 2010 Team

Organised by ITE Group plc



CONTENT

The Organising Team	3
Exhibition Timetable	4
General Information	5
The Venue	
Visiting Hours	
Official Opening Ceremony	
Exhibitor Badges	
General Information about Your Stand	
Space Only	
Equipped Stands	
Freight & Shipping Services	
Deliveries	
Stand Cleaning Services	
Security	
Fax & Internet Facilities	
Catalogue	
Advertising	
Sponsorship	
Travel and Accommodation	
Marketing Forms Checklist.....	8
Conference	9

EXHIBITION TIMETABLE

Build Up

Delivery of Exhibits and Stand Construction on Space Only Stands

Sunday	14 March	23:50 hrs onwards
--------	----------	-------------------

Delivery of Exhibits and Stand Construction on Space Only and Equipped Stands

Monday	15 March	09:00 - 23:00 hrs
--------	----------	-------------------

All stands and displays must be completed by:

Monday	15 March	18:00 hrs
--------	----------	-----------

Open

Opening Ceremony

Tuesday	16 March	11:00 hrs
---------	----------	-----------

Exhibition Hours

Tuesday	16 March	11:00 - 18:00 hrs
---------	----------	-------------------

Wednesday	17 March	10:00 - 17:30 hrs
-----------	----------	-------------------

PLEASE NOTE: No exhibits may be removed before the exhibition closes at **18:00** hrs on 17 March 2010.

Dismantling

Removal of portable Exhibits & Displays

Wednesday	17 March	17:30 hrs
-----------	----------	-----------

General Dismantling of Stands

Wednesday	17 March	18:30 - 23:00 hrs
-----------	----------	-------------------

All Exhibits, Stand Fittings etc. to be removed by:

Wednesday	17 March	23:00 hrs
-----------	----------	-----------

GENERAL INFORMATION

The Venue

TUROGE 2010 Exhibition is taking place at Sheraton Hotel & Convention Centre:

Sheraton Hotel & Convention Centre

Noktali Sokak 06700
Kavaklıdere / Ankara
Turkey
Tel.: +98 312 457 6000

Exhibition Visiting Hours

Tuesday	16 March 2010	11.00 hrs – 18.00 hrs
Wednesday	17 March 2010	10.00 hrs – 17.30 hrs

Complimentary visitor e-tickets will be sent to you by email. Just print the e-ticket, show it at the entrance, fill out the registration form at the registration desk and you will receive a visitor badge that will provide you with access to the exhibition hall.

Opening Ceremony

TUROGE 2010 Exhibition Official Opening will be held on **16th March** at **11:00** in front of the entrance to the exhibition hall – officials from the Ministry of Energy of Turkey will open the exhibition. Please make sure your stand is ready and representatives of your company are at your stand to meet the official VIP delegation.

Exhibitor Badges

Each exhibitor is entitled to 1 Exhibitor Badge free of charge per 3 sq.m of exhibition space. All pre-registered badges will be available for collection at the registration desk in the Lobby of the Sheraton Hotel on 15th March from 2pm until 6pm. Late arrivals can collect their badges at the registration desk from 7:30 on 16th March prior to the opening of the exhibition. Additional badges can be pre-ordered at £10 per badge. Please refer to **Form B**.

General information about your stand

'Space only'

Please ensure all drawings and plans for your stand have been forwarded to the ITE Turkey Technical Division to obtain building approval and ensure your stand meets the current compliance standards and council regulations. Please refer to Technical Manual for more information.

Please note: The organisers reserve the right to remove or modify any installations or fittings, which have not been authorised prior to construction.

'Equipped stand'

The equipment of your stand includes rear & side walls, grey carpet, fascia panel with company name & stand number, one table, two chairs, waste basket, 2kW electricity supply and one 220V plug socket.

The keys for any doors and/or locks for cupboards and showcases can be collected against a returnable deposit from Organiser's office onsite.

Please remember: wall panels and other equipment on your stand must not be damaged, so ensure that you use only removable adhesive tape, twin-sticks or hooks and chains. If any damage occurs through inappropriate fixings or decoration, your company will meet the cost of replacing the panel.

Freight & Shipping Services

BTG Expo GmbH is the Official Customs Clearance Contractor and Freight Forwarder for the TUROGE 2010. In order to avoid problems with deliveries (inserts, promotional materials, stand materials, etc) please contact directly with the BTG Expo GmbH main office or its partner in Turkey, GRUPTRANS, with any questions regarding freight to Ankara:

BTG Expo GmbH

Carl-Benz-Straße 21

D-60386 Frankfurt/Main

Tel.: +49 69 408 987 102 / Fax: +49 69 408 987 22

Email: eric.awater@btg.de

GRUPTRANS

Kirim cad. no: 36/1 Emek

Ankara 06510

Tel: +90 312 215 4344 / Fax: +90 312 215 5090

Email: oznur@gruptrans.com

For the list of BTG offices in various countries please refer to the Technical Manual

Deliveries

All deliveries must be made to the GRUPTRANS address so that they keep them in a storage and bring to the venue:

GRUPTRANS

Kirim cad. no: 36/1 Emek

Ankara 06510

Türkiye

Please note: even if you send your materials with another freight forwarder, GRUPTRANS will handle the custom clearance, etc. Thus the delivery address should be GRUPTRANS. Packages should be clearly labeled with the name of the event (TUROGE Oil & Gas Group) and your company name.

Stand Cleaning Services

The organisers will arrange the general cleaning of the aisles every morning before the opening. However if you require a daily stand cleaning service for your stand, you can order it from the Technical Manual.

Security

General security of the pavilion – not for individual stands, will be provided from 19:30 till 8:30. We strongly recommend that exhibitors have a representative of their company at their stand between 08:30 and 19:30 hrs. Please note that Organisers are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents.

You can also order individual security for your stand from the Technical Manual.

Fax, Photocopying & Internet facilities

Fax and Photocopying facilities will be available at the Sheraton Hotel Business Centre.

You can order a telephone, a fax line and/or Wi-Fi Internet connection for your stand from the Technical Manual.

Catalogue

Each exhibitor will receive a copy of the TUROGE 2010 Showcase Catalogue. The Catalogue will include information on exhibitors and stand-sharing companies. Exhibitors are entitled to one complimentary entry, which will include their name, address and contact details plus a 100-words description of their company in both English and Turkish. Please refer to **Forms A&A2** (the main exhibitors are responsible for their stand sharers' entries. Please refer to **Forms A1&A2**).

Please note: Failure to return your forms by the due date may result in your entries being omitted from the catalogue!

Advertising

The TUROGE 2010 Official Catalogue offers an excellent opportunity for exhibitors to enhance their presence at the Showcase by taking a full colour advertisement to reflect the quality of their best exhibits. Please refer to **Form D** for more information.

Sponsorship

For those companies who wish to enhance their participation at TUROGE 2010 even further, ITE's Oil & Gas Division have devised a series of sponsorship opportunities. Please contact the Organisers or refer to **Form D1**.

Travel and Accommodation

ITE has appointed CTMS as the Official Travel Agent.

CTMS

Garden Studios

11-15 Betterton Street

London WC2H 9BP

Tel: +44 (0) 207 866 8107 / Fax: +44 (0) 207 117 4526

Email: exhibitor@ctmslondon.co.uk

Website: www.ctms-exhibitions.com

CTMS have reserved accommodation at several hotels in Ankara offering a variety of rates to suit everyone. We recommend that you make your reservation as soon as possible; this is a popular event taking place in Ankara's high season and the city will be busy.

EXCEL FORMS CHECKLIST

These forms are required to obtain the correct profile listing details, badges and other necessary information. All forms are in one excel file titled "Marketing Forms". This document contains forms A-E & Pro-forma Invoice Form Z. Each form has a brief explanation on what is required.

All the TUROGE 2010 exhibitors need to fill all compulsory forms for the main exhibitor and any stand sharing companies.

COMPULSORY FORMS

Main Exhibitor Catalogue Details	Form A
Sub-Exhibitor / Stand Sharer(s) Catalogue Details	Form A1
Product Index	Form A2
Exhibitor Badges	Form B

OPTIONAL FORMS

Complimentary Visitor Tickets / Gala Reception Tickets	Form C
Advertising	Form D
Sponsorship Menu	Form D1
Pro-Forma Invoice	Form Z

PLEASE NOTE: Most of the forms need to be returned by the **5th February 2010**. Please make sure that you send these forms by e-mail rather than by fax. If you have any questions about completing the forms, please contact: Antanina Severdiajeva, as@ite-exhibitions.com.

CONFERENCE

16th – 17th March 2010

Sheraton Hotel & Convention Centre

Noktali Sokak 06700

Kavaklidere / Ankara

Turkey

The TUROGE 2010 Conference will gather together almost 400 Oil & Gas professionals and provide a unique forum for a balanced and independent discussion and an in-depth analysis of the current oil & gas market trends in the Turkey region.

For any enquiries please contact ITE Oil & Gas Division.

For Conference Sponsorship and Delegate Bookings

Vladislav Grabovsky

Conference Manager

+44 207 596 5008

E-mail: vladislav.grabovsky@ite-exhibitions.com

For Conference Programme

Veronica Zhuvaghena

Conference Programmer

+44 207 596 5269

E-mail: veronica.zhuvaghena@ite-exhibitions.com

PLEASE NOTE: Only registered delegates will have access to the Conference.