



**EURIE**  
EURASIA HIGHER  
EDUCATION SUMMIT

— 2020, *Istanbul* —

ISTANBUL TURKEY  
19 - 21 Feb 2020

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## Contacts/Important Addresses

### Summit & Exhibition Management

Boyut Group

General planning, logistics, booth approvals, additional orders, exhibition, registration, catering

Mr. Orcun Fida [ofida@boyutgroup.net](mailto:ofida@boyutgroup.net)  
Mrs. Didar Ciftci [dciftci@boyutgroup.net](mailto:dciftci@boyutgroup.net)

Accommodation  
Mr. İlker Kemal İnce [kince@boyutgroup.net](mailto:kince@boyutgroup.net)

Finance  
Mr. Gokhan Demir [finans@boyutgroup.net](mailto:finans@boyutgroup.net)

Phone: +90 216 414 2015

Boyut Group will be managing all exhibitor orders.

Furniture, artwork/printings, stand design, flooring, electricity, catering, internet, audio visual, stand cleaning, etc. **All orders to be carried out via order forms.**

### Summit Secretariat

[eurie@eurieeducationsummit.com](mailto:eurie@eurieeducationsummit.com)

Phone: +90 (212) 411 61 68

Fax: +90 (212) 425 57 59

Ms.Pınar ELBASAN

[pinarelbasan@euras-edu.org](mailto:pinarelbasan@euras-edu.org)

## Time Schedule

### Set up

Exhibitor Set up February 17 - Monday  
Space Only Stands 10:00 – 20:00

February 18 – Tuesday  
Space Only Stands 09:00 – 19:00  
Shell Scheme Stands 13:00 – 19:00

### Registration

February 18 - Tuesday 13:00 – 17:00  
February 19 - Wednesday 09:00 – 17:00  
February 20 - Thursday 09:00 – 17:00  
February 21 - Friday 09:00 – 14:30

### Exhibition Access

February 19 - Wednesday 12:00 – 17:00  
February 20 - Thursday 09:00 – 17:00  
February 21 - Friday 09:00 – 15:30

### Dismantling

All Stands February 21 – Friday  
16:00–22:00

### Quick reference to deadlines

Exhibitor & Staff Registration	February 18 – Tuesday
Exhibitor Profile Submission	February 03 – Monday
Extra orders	February 03 – Monday

### Registration

Please submit all exhibitor registrations by sending an e-mail to [eurie@eurieeducationsummit.com](mailto:eurie@eurieeducationsummit.com)

### Exhibitor Profile

Please make sure you have submitted all the required information about your institution for the Event Catalog by sending an email to [eurie@eurieeducationsummit.com](mailto:eurie@eurieeducationsummit.com) with the below details.

**(If you haven't written and added on your exhibitor registration form before)**

Name of the institution  
Description of the institution (50 words max)  
Website  
Official Contact Information (e-mail)  
Institution Logo (high resolution)

### Visa

Delegates should be mindful of visa entry requirements prior to travelling to Istanbul. Travel and visa arrangements are the responsibility of the individual. Turkey is now using an e-visa system to apply for a visa online. Please click on the link below to find out how to apply, who is eligible, what should you do if you can't apply online and other information. <https://www.evisa.gov.tr/en/>

### Official Airline / Discounted Flight

Turkish Airlines is the official airline of "Eurasia Higher Education Summit" and special discounts are offered on certain booking classes. In order to proceed with the online booking tool for Turkish Conventions please visit the Turkish Conventions website <https://www4.thy.com/TKC/app/main?language=en> and use the event code "020TKH20" under delegate section.

### Official Hotels / Discounted Rates

EURIE has reserved discounted hotel accommodation at a number of hotels in Istanbul, for EURIE Delegates, which can be requested through hotel booking agency Boyut Group. We recommend that you book your accommodation as soon as possible to avoid disappointment as preferential room rates are available for a limited time only.

For more information, and to make your reservation, please visit <http://eurie.boyutgroup.net/>

**IMPORTANT!** – Attendees are advised to complete their accommodation booking using the link provided above. We have been made aware that a number of unauthorised service providers have contacted attendees to offer hotel reservation services. These companies' charge significant booking and credit card fees and can enact stringent cancellation policies. Please note that none of these companies except Boyut Group represent EURIE Summit.



## Stand & Services

### Technical Guidelines

All Stands are original Octanorm shell stand.

#### Complimentary Equipment

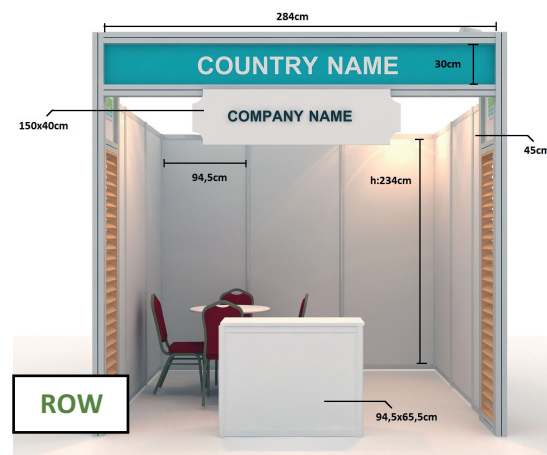
Table	1
Chairs	4
Power socket	1
Cupboard	1
Waste bin	1
+ standard fascia sign.	

The size of the stand walls is:

- 2.48 m height  
(2.34 m can be used for decoration)
- 0.99 m wide  
(0.945 m can be used for decoration)

The size of the semi-walls is:

- 2.48 m height  
(2.34 m can be used for decoration)
- 0.50 m wide  
(0.45 m can be used for decoration)



The panel visual area can be used for displaying material. Double-sided adhesive tape or masking tape may be used for affixing material. Nails or pins may not be used. Maybe we should remind you that all damages will be charged. A fee of € 50 (net) is payable for each damaged wall element.

Each stand will have one fascia stand ID. Exhibitors who have booked a corner stand will be provided with an additional fascia stand IDs at no cost.

**All orders and forms need to be sent to Boyut Group by the 03 February 2020**

Boyut Group is the official Stand Contractor for this event and will be building all of the shell scheme stands. We can also provide custom stand solutions and the following services;

- Additional furniture rentals
- Artwork/Printings
- Electricity (1x 220V connection is included in shell scheme package).
- Additional Stand cleaning
- Part-time staff, Hostesses, Security
- Audio Visual
- Catering
- Stand Cleaning

Boyut Group will have an onsite service desk in the exhibition hall for assisting your orders.

For full details please refer to the Exhibitor Service Forms attached

**Wi-Fi**

There is complimentary Wi-Fi available during the exhibition and conference but this will be split amongst all attendees where the bandwidth will be reduced and the service is not guaranteed or maintained. Please reply for private wi-fi (paid) requirements.

**Name Boards / Fascia**

Please fill out the name board section included on Exhibitor Service Forms.

Please make note of any abbreviations and your company name will be printed in upper case as standard unless specified. Your stand name and number will be taken from the application form unless you submit it.

**Constructors**

All Contractors, Sub-Contractors, Suppliers and designated Employees who will be working at the Istanbul Lutfi Kirdar Convention & Exhibition Center – ICEC must comply with the Centre's safety, health and environmental procedures and guidelines, conducting work in a safe manner and not placing themselves or others at risk.

**Height Restrictions**

The standard stand height is 2.50m. Only exhibitors with an independently constructed stand of 18 m<sup>2</sup> and larger will be allowed to build the stand higher than 2.50m. Please contact Boyut for height restrictions. This offer is subject to logistical restraints and also subject to approval by the venue and Boyut.

**Rigging**

There are no rigging possibilities at the venue.

### Forbidden Materials

The following are prohibited:

- The use of any motorised or radio- controlled flying machine
- The distribution of samples or products containing an inflammable gas
- Balloons inflated using an inflammable or toxic gas
- Celluloid articles
- The presence of fireworks or explosives
- The presence of diethyl ether, carbon disulphide, ether or acetone

### Additional Requirements;

- All activities i.e. distribution of material, discussion and animation etc. must take place within the boundaries of the stand
- Keep the aisles free for traffic and all fire exits clear
- No exhibitor shall erect any sign, stand, wall or obstruction which, in the opinion of the exhibition organisers, overshadows an adjoining exhibitor. Exhibitors are responsible for the safety of their products, display and stand.
- Exhibitors will not be allowed to display exhibits that obstruct the light or impede or affect the displays of neighbouring exhibitors.
- It is expressly forbidden to drill, rivet or screw into the walls, ceiling or ground or other structures of the building, unless authorisation given
- It is expressly forbidden to use paints and other similar products on the walls, ceiling or ground or other structures of the building, unless authorisation given
- It is forbidden to use inflammable and/or toxic materials and products in the construction elements of the stands.
- ! The placement of infrastructures, namely “Truss”, lighting, projection, sound and other systems must always be submitted for assessment and approval.



## Security & Insurance

While every reasonable precaution is taken to ensure the safety and security of staff and equipment, we cannot accept liability for loss or damage affecting your exhibits, your staff, or their property.

All exhibitors should insure against injury or damage to third parties. In addition, you should protect your expenditures against abandonment, cancellation, or curtailment of the event for any reason. The exhibitor shall be held liable for damage caused to the exhibition fittings by himself, his staff or his representatives.

## International Freight Forwarding / On-site Handling

### IMPORTANT!

The VENUE itself will not accept / sign for any direct deliveries. The exhibition centre is a large venue with multiple events taking place simultaneously and therefore any deliveries sent direct will be turned away!

Please find below the contact for your shipping requirements;

### Official Shipping Contractor

If you are planning to make a big delivery, we advise you to use the official shipping contractor.

Company Ekpres Uluslararası Nakliye Denizcilik ve Lojistik Hiz Ltd Sti  
Contact Person Mr. Abdullah Tuncay  
[atuncay@ekspreslojistik.com](mailto:atuncay@ekspreslojistik.com)

Address Bagdat Cd No.167/5-6 B Blok K.3  
Selamicesme 34730, Kadikoy, Istanbul / Turkey  
Phone +90 216 478 6358  
Fax +90 216 302 8674

### Small Deliveries

If you are planning to ship only a few items or boxes, please contact Boyut Group at [eurie@boyutgroup.net](mailto:eurie@boyutgroup.net) for details. This can be cost efficient but there will be a small service charge for this service. Please note that Turkish customs can be very challenging and your shipment may be stopped at the customs. In this case, all the related costs will be invoiced to the sender.

### Bring Along

Even though you may need to pay extra for a luggage, this could be the most efficient way. As we outlined above, Turkish customs can be very challenging and costly.

## Venue

Istanbul Lutfi Kirdar Convention & Exhibition Center (ICEC)  
Gumuş Cd. No.4 34367  
Harbiye / Istanbul / TURKEY

Rumeli Exhibition Hall  
Taskisla Cd, Harbiye, Istanbul / TURKEY

Phone +90 212 373 11 00

Fax +90 212 224 08 78

<http://www.icec.org/>