



TTS2024 **ISTANBUL TURKEY**
September 22-25

Organized in partnership with

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EXHIBITION MANUAL

The largest global transplantation
congress of the year!

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Shaping the Future of Transplantation



TTS2024

30th International Congress of The Transplantation Society

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KEY DATES

- May 30, 2024 Symposia Guidelines and room assignment
- July 15, 2024 Sponsor and Exhibitor Description form and logo Due
Symposia information Due: speakers and content
- July 22, 2024 Symposia content approval by the Scientific Committee
- August 2, 2024 Symposium room set-up and audio-visual special requests Due
Booth Renderings Due - booths larger than 10sqm and above)
Sponsor Artwork Due - banner (for Symposia Only)
- August 19, 2024 Sponsor and Exhibitor Registration deadline
- August 23, 2024 Symposia A La Carte Optional Services deadline
- August 23, 2024 Payment for Extra Services Deadline
- September 9, 2024 Polling Questions submission deadline

KEY CONTACTS

**For All Extra Service Inquiries
Valör Congress Organizations**
Gökçen Demirkaya (Ms)
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**For Shipment and Customs Clearance Inquiries
DB Schenker Arkas**

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DISPLAY RESTRICTIONS AND HEIGHT INFORMATION

The height maximum for booths is:

For premium peninsula stands on level B2 - 2.5m (Maximum Height)

For peninsula, inline and corner stands on level B1 - 1.82m (Maximum Height)

Hanging Signage and Rigging is not allowed - Signage must be supported from the booth structure

Please note that all custom-built booths require special approval.

Booth renderings and complete specifications must be submitted to the Organizer by August 2, 2024 (tts2024@valor.com.tr) for approval.

Exhibits must not block aisles, obstruct adjoining booths or damage the premises or equipment of the Congress. Unfinished portions of pop-up displays must be covered. Pop-up framework, raw wood or cardboard wings must be painted or appropriately covered if visible from another booth.

Organizers, the venue and/or local authorities can enforce an order of dismantling of booths that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

BOOTH FURNISHINGS AND DECORATIONS

TTS provides all in-line and corner booths with the following package:

- Shell scheme fascia with name (all online booths)
- One spotlight
- Carpet (color can be requested – subject to availability)
- One table and two chairs
- A wastebasket
- One basic electrical outlet

IN-LINE BOOTH



CORNER BOOTH





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EXHIBITORS CONDUCT

Exhibitor is obliged to ensure that its Exhibition Space is permanently staffed throughout Congress opening hours.

Exhibitor must maintain the Exhibition Space in a clean and orderly state and shall not cause a nuisance to any other exhibitors or delegates at the Congress.

The Exhibitor may only present and display in the Exhibition Space its own materials, products and/or services. Under no circumstances may Exhibitor promote or display in the Exhibition Space materials, products or services of a third party.

All promotional activities and all other promotional activities including interviews, demonstrations, and the distribution of literature or samples, must be confined to the limits of the Exhibition Space. Any other promotional activities by Exhibitor or by anyone on its behalf, including, without limitation, canvassing or distribution of leaflets or other promotional materials outside of the Exhibition Space, is expressly forbidden.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the Organizer.

The provision of refreshments for Congress delegates by Exhibitor are permitted, subject to the catering regulations of the Congress building. Organizer is not liable or responsible for the quality and/or quantity of the Exhibitor's refreshments.

Sound equipment must be regulated and directed into the Exhibition Space so that it does not disturb neighbouring exhibits. Congress management reserves the right to require the Exhibitor to discontinue any activity, noise or music that Organizer deems objectionable or a nuisance. Public Address System within the Exhibit Area must be used solely for Organizers' needs, police and security announcements. Exhibitors' or visitors' announcements are prohibited.

Exhibitors and/or their representatives are not allowed to perform video capture or any media-related interviews with any participants (delegates, staff, or exhibitors) of the Congress during the event, without written consent from the Organizers.

Use of electricity shall be subject to the Organizer's instructions. Flammable materials are not allowed to be utilized by Exhibitor. Equipment displayed or demonstrated must be installed with strict adherence to all safety requirements.



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EXHIBITION SHOW HOURS, MOVE-IN AND MOVE-OUT SCHEDULE

BUILD-UP		
Dates	Exhibitors on Level B2 Premium Peninsula Booths	Exhibitors on Level B1 Peninsula, Corner and In-line Booths
Friday, Sept. 20	12:00 – 18:00	12:00 – 18:00 By appointment only Contact Kathy.tsandilas@tts.org
Saturday, Sept. 21	09:00 – 18:00 - Access to all exhibitors for move-in and installation.	
Sunday, Sept. 22	09:00 – 12:00 Noise level must be kept to a minimum. No drilling, banging, is permitted on this day as sessions on this floor have begun. Aisles must be cleared of empty crates.	09:00 – 16:00 Exhibitors may work on their booth until 16:00. No drilling, banging, empty boxes and use of the aisles will not be permitted after this time.
EXHIBIT HOURS		
Dates	Exhibitors on Level B2 Premium Peninsula Booths	Exhibitors on Level B1 Peninsula, Corner and In-line Booths
Sunday, Sept. 22	15:00 – 19:00 Premium Booths Preview	19:00 – 21:30 All Exhibitors
Monday, Sept. 23	09:00 – 17:00	
Tuesday, Sept. 24	09:00 – 17:00	
Wednesday, Sept. 25	09:00 – 17:30	
DISMANTLE		
Wednesday, Sept. 25	17:30 – 21:00 (once the Closing Ceremony and Keynote have concluded)	
Thursday, Sept. 25	08:00 – 17:00	



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TECHNICAL INFORMATION

Ceiling Height

For premium peninsula stands on level B2 - 2.5m (Maximum Height)

For peninsula, inline and corner stands on level B1 - 1.82m (Maximum Height)

Venue Construction

Exhibitors are not permitted to:

- Drill, screw or nail the walls, ceilings, floors or columns of the exhibition areas.
- Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the halls due to decoration or the objects on display.
- Hang Advertising from the ceilings of the Halls or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the PCC within or outside the stand space assigned.
- Dig trenches, anchorages or to make other structural alterations inside the PCC, unless explicit authorisation has been obtained from the PCC.

Electricity, Sockets and Adapters

Voltage: 230 V / 50 Hz

Do not forget to indicate your electrical connection location on the stand design visualization. Power supplies will be supplied into your stand via the floor or via the ceiling. Turkish sockets for 230V/50Hz are not compatible with European sockets so adapters will be required. Please make sure to bring adapters because these will not be available onsite. For equipment from the USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

Important: Supplies will be switched on 30 minutes before and switched off 30 minutes after the official Exhibition opening hours.

Damage to the Venue Premises

Nails, screws or other fixtures may not be driven into any part of the premises, including floors. Any part of the premise shall not be damaged or disfigured in any way. Should any such damage occur, the Exhibitor will be responsible and will be invoiced for any repair charges.

Water Connection

Water connections are not available for this event.



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TECHNICAL INFORMATION

Liability for Rented Equipment

Exhibitor accepts full responsibility for all rented equipment, such as standard exhibit stand construction, furniture, AV and computer equipment, etc. by signing the order form. The Exhibitor will be charged for any loss of or damage to rented equipment.

Stand Security

Please note the venue and the Congress Organisers cannot accept responsibility for the security of the stands and their contents, for damage or theft of any goods whatsoever.

Surveillance and Security

The venue undertakes the general surveillance service both day and night. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. The exhibitors are recommended to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away while not being watched.

Cleaning

The PCO and the venue is responsible for the cleaning of only the common areas. The contractors shall contact PCO for booth cleaning requests.

Gases

Use of liquid gases and helium balloon are not permitted in the venue.

Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70 dB at the boundaries of the stand.

Health and Safety at Work

It is the responsibility of the exhibitor to ensure that its employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The PCO or the venue bears no responsibility for non-compliance to this rule by the exhibitor.



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SIGNAGE AND GRAPHICS

In-line and corner booths will be prepared with following package.

- Shell scheme fascia with name
- One spotlight
- Carpet
- One table and two chairs
- A wastebasket
- One basic electrical outlet

The exhibitor can decorate the booth with graphic printing (one-way self-adhesive material) on panel walls. The graphic to be printed should be designed by the exhibitor and the files ready to print should be submitted to the organizer no later than 23 August 2024. The printing files should be ai. or pdf. file. The exhibitor is required to send the final view of the whole graphic while submitting the printing files.

Printing area for each panel: 94.5 cm in width x 235 cm in height.

Graphic printing for shell scheme booth 60 Euro / sqm

STAND CLEANING

Common areas like venue foyers, exhibition aisles and waste bins are cleaned on a regular basis by the ICC staff. If the exhibitor needs stand cleaning, it can be ordered on daily basis. The cost will be estimated on sqm base. The service includes cleaning two times a day.

Cleaning Service 7 Euro/day (once a day)

ELECTRICITY

The booth will be delivered to the exhibitor with one basic electrical outlet. If there is special electricity requirements, the exhibitor needs to book for the extra requests.

Tariff of fares for extra electricity requirements

Single Phase up to 4 kW.	150	Euro
Three Phase up to 5 kW.	180	Euro
Three Phase 6-10 kW.	200	Euro
Three Phase 11-15 kW.	260	Euro
Three Phase 16-20 kW.	350	Euro
Power Distributor up to 10 kW.	120	Euro
Power Distributor up to 20 kW.	170	Euro

The fees above are per service and include whole use during entire congress.

CARPET

The shell scheme booth is delivered to the exhibitor with carpet coded R2123.
The color chart for extra requests is below.

Carpet

9 Euro / sqm



FREIGHT FORWARDER & LOGISTICS MANAGER

DB Schenker Arkas is the freight forwarder and logistics manager for this event.
All shipments and deliveries must be addressed to the forwarder. No shipments/deliveries will be cleared by the venue or organizer.

Please contact DB Schenker Arkas officials below:

For Shipment and Customs Clearance Inquiries
DB Schenker Arkas
Furkan Erbaş (Mr) - Field Operations Specialist
furkan.eras@dbshenkerarkas.com.tr
+90 549 842 8900

For Shipment and Customs Clearance Inquiries
DB Schenker Arkas
Uğur Sinan Akyol (Mr) - Exhibition Team Leader
sinan.akyol@dbshenkerarkas.com.tr
+90 549 842 89 27

EXTRA FURNITURE

The extra furniture and equipment to decorate your booth is listed below which should be ordered no later than August 31, 2024.

- 20% VAT is included in the rates.



EXTRA FURNITURE

205 LIGHTENED SHOWCASE

h: 200
l: 52
w: 52



Price: 190 €

206 LIGHTENED SHOWCASE

h: 200
l: 102
w: 52



Price: 210 €

208 DESK

h: 86
l: 45
w: 94,5



Price: 90€

209 INFORMATION DESK

h: 98
l: 102
w: 52



Price: 90 €

213 SHELF CUPBOARD

h: 200
l: 102
w: 40



Price: 80 €

215 SMALL OVAL DESK

h: 102
l: 102
w: 40



Price: 100 €

216 CUPBOARD

h: 82
l: 105
w: 42



Price: 80 €

217 DISPLAY CUBE

h: 50
l: 50
w: 50



Price: 50 €

218 DISPLAY CUBE

h: 75
l: 75
w: 75



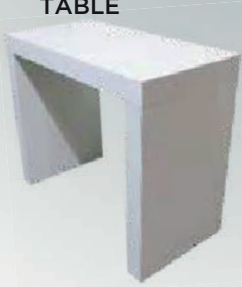
Price: 55 €

EXTRA FURNITURE

508

U SHAPE
WOODEN BAR
TABLE

h: 100
l: 120
w: 60



Price: 150 €

221

PANEL

h: 234
w: 95,5



Price: 50 €

224

SHELF

l: 100
w: 30



Price: 40 €

231

WOODEN DOOR

h: 208
w: 83



Price: 115 €

250-B

WHITE WOODEN
CHAIR

h: 80



Price: 60 €

255-B

LEATHER
BAR CHAIR

h: 100



Price: 80 €

307

Z BAR STOOL

h: 75



Price: 55 €

309

LEATHER
CHAIR

h: 80



Price: 50 €

513

WIRE BLACK
BAR CHAIR

h: 100



Price: 70 €

EXTRA FURNITURE

312-S BLACK ARMCHAIR

h: 82
l: 74



Price: 110 €

313-S BLACK SOFA

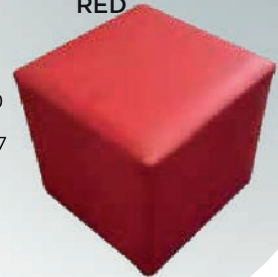
h: 82
l: 135



Price: 150 €

316-K LEATHER POUUFFE RED

h: 40
l: 37
w: 37



Price: 50 €

315 RACK

h: 162



Price: 45 €

318 BIN

h: 25



Price: 30 €

321 PLANT

h: 150



Price: 135 €

401 PLASMA SCREEN



Price: 150 €

Daily

406 LAPTOP



Price: 130 €

Daily

411 REFRIGERATOR

h: 83
l: 54
w: 54



Price: 120 €

EXTRA FURNITURE

412

WATER DISPENSER

h: 100
w: 32



Price: 115 €

413

BROCHURE RACK

h: 100
l: 30



Price: 150 €

414

A3 SIGNAGE BOARD



Price: 75 €

415

COAT RACK



Price: 30 €

427

ROPE BARRIER

h: 100



Price: 110 €

431

WOODEN FLOWERBED

h: 90
l: 90
w: 20



Price: 100 €

420

SPOT

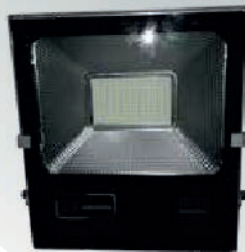
100 w



Price: 30 €

418

100 W SPOTLIGHT



Price: 80 €



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For your questions and order for extra services, please contact

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