

# PET İZMİR®

25-28 Eylül / September 2024

## EXHIBITOR GUIDE

(Technical Services & Rules)

Dear Exhibitors:

Thank you for participating in “**8. PET İZMİR 2024 EXHIBITION**”.

Our purpose is to help you reach your goals by giving you a whole range of professional services.

All measures taken within the scope of COVID-19 throughout Turkey will be implemented. Restrictions and rules that may be introduced and/or changed in the upcoming periods should be constantly followed and applied.

**TEMA FUARCILIK A.Ş.** does not reinterpret and/or change any legal regulations related to the exhibition with the “**EXHIBITOR'S GUIDE (Technical Services & Rules)**”, particularly the employee health and safety instructions. In order to create suitable working conditions and ensure the safety of life and property, **TEMA FUARCILIK A.Ş.** creates a work schedule and reminds you some necessary rules and presents “technical service request forms” to you.

We remind you that you are responsible for all your business activities & operations and sanctions from your entrance to the exhibition centre until your departure.

In order to have an exhibition period without any problems; We strongly remind you to send the “**EXHIBITOR GUIDE (Technical Services & Rules)**” to your “**stand construction company and other service providers**” that you get professional service from. Your “**stand construction company and other service providers**” are authorized to represent you in the exhibition centre and take responsibilities **on your behalf** until you leave the area.

There will be many workers and equipment in the working areas especially during the assembling and disassembling periods of the exhibition. Therefore, “**Participating Companies**” should avoid actions that will create a “**RISK**” for safety, workers and stand structures. It is recommended that the “**Participating Companies**” have “**INSURANCE**” for “**ALL RISKS**” (for damages to third parties - loading, unloading and transportation, theft - accidents and damages, etc.).

Wishing you a successful exhibition,



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## 1. IMPORTANT NOTES

- 1.1. **“EXHIBITOR GUIDE (Technical Services and Rules)”** is an integral part of the **“EXHIBITION PARTICIPATION AGREEMENT”**.
- 1.2. **TEMA FUARCILIK A.Ş.** does not reinterpret and/or change any legal regulations related to the exhibition with the **“EXHIBITOR GUIDE (Technical Services & Rules)”**, particularly the worker health and safety instructions. In order to create suitable working conditions and ensure the safety of life and property for the **“Participating Companies”**, **TEMA FUARCILIK A.Ş.** creates a work schedule and reminds you some necessary rules and presents **“Technical Service Request Forms”**.
- 1.3. Please do not exceed the deadlines for the payments regarding the exhibition, the applications, necessary permits and the technical forms in the annexes.
- 1.4. FOR SECURITY REASONS, keep your **“EXHIBITOR CARDS”** with you at all times to be used at the exhibition centre entrances. There will be no entry to the exhibition centre without a card.
- 1.5. Make all your preparations according to the **“EXHIBITION PROGRAM”** and rules given below.
- 1.6. In order to have an exhibition period without any problems; We strongly remind you to send the **“EXHIBITOR GUIDE (Technical Services & Rules)”** initially to your stand construction company that you get professional service from and other service providers for the exhibition. Your stand construction company, employees and other service providers are authorized to represent you in the exhibition centre and take responsibilities **on your behalf** until you leave the area.
- 1.7. Persons who come to the exhibition area and sign the **“Site Delivery Protocol (FORM: 4)”** are accepted as authorized to represent the **“Participating Companies”**. **“TEMA FUARCILIK A.Ş.”** is not obliged to investigate whether these persons have the necessary authorizations and permissions by the **“Participating Companies”**. You can authorize employees using the **“FORM: 1 – Stand Contractors / Employees Information Form”**.
- 1.8. In order to ensure the safety of life and property of the **“Exhibitor Companies”** and to hold the exhibition without any setbacks, it is mandatory to comply with all the rules (All Current Legislation and Rules in the Exhibitor Guide).
- 1.9. All tools and equipment used and/or kept in the area by the **“Participating Companies”** must fit the purpose of their intended use, have the safety features required by law, and be used by personnel who have received the necessary training.
- 1.10. Persons entering the exhibition area must behave as required and respect both the exhibition centre and the property and facilities of third parties. **“Participating Companies”** are also responsible for all accidents and physical damages caused by themselves, their employees or their service providers in the exhibition centre.
- 1.11. It should be taken into consideration that there will be many workers and equipment in the working areas during the assembling and disassembling periods of the exhibition. Therefore, **“Participating Companies”** should avoid actions that will create a “RISK” for safety, workers and stand structures. It is recommended that the **“Participating Companies”** have “INSURANCE” for “ALL RISKS” (for damages to third parties - loading, unloading and transportation, theft - accidents and damages, etc.).
- 1.12. In the case that the damage caused by the **“Participating Companies”** leads to a negative result such as not being able to hold the exhibition, **“TEMA FUARCILIK A.Ş.”** reserves the right to file a compensation lawsuit against the **“Participating Companies”** that caused the damage, for all loss of profit and/or compensations they will have to pay.

- 1.13. In the exhibition area, using COMPRESSOR, WELDING EQUIPMENT, METAL CUTTING TOOLS (sparking and dust-generating cutting tools) and CUTTING WOOD, CHIPBOARD, MDF, GYP SUM BOARD AND ALL KINDS OF DUST GENERATING MATERIALS are forbidden in terms of "occupational health and safety". IT IS RECOMMENDED TO USE READY TO INSTALL MATERIALS FOR THE ASSEMBLY OF THE STANDS.
- 1.14. It is MANDATORY TO HAVE RESIDUAL CURRENT DEVICE in the electrical panels to be installed by the "Participating Companies" at the stand. (IF THERE IS NO RESIDUAL CURRENT DEVICE, THE SYSTEM DOES NOT WORK.) The amperage value of the residual current device is 30 mA. (Report your electrical power in KW using FORM: 2.)
- 1.15. In the stand lighting system, it is MANDATORY to use **LED LIGHTING** instruments due to saving measures.
- 1.16. It is the responsibility of the "Participating Companies" to dispose of all the wastes (RUBBLES) that will be produced in your area during the stand assembly and disassembly "OUT OF THE FAIRIZMIR AREA". With the "SITE DELIVERY PROTOCOL", your stand area will be delivered cleaned and will be taken back as clean. A penalty fee of 5,000 TL+VAT will be charged for each stand that is not given back cleaned and emptied by "TEMA FUARCILIK A.S.".
- 1.17. During the exhibition period, "Participating Companies" are obliged to use the service provider determined by "FUARİZMİR" for stand cleaning in accordance with the general safety rules.
- 1.18. GROUND CARRYING CAPACITY in loading and unloading services:
- 1.18.1.1. AT FIXED LOADS - 2.000 kg/square meter.**
- 1.18.1.2. IN MOVING LOADS - 1.500 kg/square meter.**
- 1.19. Occupational Health and Safety Law No. 6331 and all relevant legal regulations must be complied with.
- 1.20. All restrictions and rules within the scope of COVID-19 that may be introduced and/or changed in the upcoming periods should be constantly followed and applied.

## 2. EXHIBITION PROGRAM

The schedule is given below as of the dates and time, and other details and rules; are included in this “EXHIBITOR GUIDE”.

### EXHIBITION CENTRE ENTRY AND ASSEMBLING

<u>Stand Types</u>	<u>Date</u>	<u>Entry Time</u>	<u>Exit Time</u>
Special Stands (empty ground is provided)	22 September 2024	09.00	22.00
	23 September 2024	09.00	22.00
	24 September 2024	09.00	18.00 - All preparations must be finished. Working will not be allowed.
Standard Stands (Ready stands set up by TEMA FUARCILIK A.Ş.)	23 September 2024	09.00	22.00
	24 September 2024	09.00	18.00 - All preparations must be finished. Working will not be allowed.

### EXHIBITION PERIOD

	<u>Date</u>	<u>Entry Time</u>	<u>Exit Time</u>
<b>Exhibitors</b>	25 September 2024	09.00	19.30
	26 September 2024	09.00	19.30
	27 September 2024	09.00	19.30
	28 September 2024	09.00	19.00 - Packing process has begun. Please enhance safety measures.
<b>Visitors</b>	25 September 2024	10.00	19.00
	26 September 2024	10.00	19.00
	27 September 2024	10.00	19.00
	28 September 2024	10.00	19.00

### EXHIBITION CENTRE DISASSEMBLING AND DEPARTURE

<u>Stand Types</u>	<u>Date</u>	<u>Entry Time</u>	<u>Exit Time</u>
<b>Special Stands</b>	28 September 2024	19.00	*
	29 September 2024	*	22.00
	30 September 2024	09.00	18.00
<b>Standard Stands</b>	28 September 2024	19.00	*
	29 September 2024	*	12.00

The stands and products that are not collected from the area at specified dates and times will be considered as abandoned.

The remaining materials will be removed from the area by “TEMA FUARCILIK A.Ş.” at “Participating Companies” own cost, with a PENALTY OF \$5,000+VAT PER STAND.

### 3. TECHNICAL INFORMATION OF HALLS

You can send your questions and/or requests regarding the technical information given below about your stand and its surroundings to [info@temafair.com](mailto:info@temafair.com).

TECHNICAL INFORMATION	HALL – B
CEILING HEIGHT	10 - 12 meters
	Maximum 5.00 meters stand height is allowed. It is 3.00 meters in the stands located under the mezzanine floor.  Hanging something down or getting any kind of support from the ceiling is not allowed.
GROUND CARRYING CAPACITY	2.000 kg / m2
	Moving loads - 1.500 kg / m2  Loading on a single point is not allowed. The load should be spread over the area. Precautions should be taken especially for the loads on the installation channels (made of sheet metal) on the floor.
DIMENSIONS OF THE LOADING DOORS	650 * 650 cm – Maximum All door dimensions and locations are shown on the LAYOUT PLAN.
EMERGENCY EXITS	Shown on the LAYOUT PLAN.
	They should always be available. If one of the emergency exits is in your stand area, PLEASE make sure it is accessible when setting up the stand.
FIRE EXTINGUISHING SYSTEM	Shown on the LAYOUT PLAN.
	The area has an automatic fire extinguishing system. In addition, the Fire Extinguisher Cabinets around the area should be accessible at all times. If the cabinets are in your stand, PLEASE make sure it is accessible when setting up the stand .
TECHNICAL CONNECTION POINTS	Channels and/or covers on the floor should be used.
	Before starting working on your stand (especially if you are laying floors), PLEASE CHECK that your electricity – water/wastewater – compressed air – telephone/internet cables are out from the floor.
GENERAL LIGHTING SYSTEM	Lighting is provided with the luminaires on the ceiling.
HEATING - COOLING SYSTEM	It is provided by channels in the ceiling.

## **4. STAND DESIGN and APPLICATION PROCESS**

### **4.1. General Rules:**

- 4.1.1. All restrictions and rules within the scope of COVID-19 that may be introduced and/or changed in the upcoming periods should be constantly followed and applied.
- 4.1.2. Within the scope of COVID-19, necessary precautions should be taken at all stages starting from stand design to stand assembly and disassembly.
- 4.1.3. In stand design, **MAXIMUM 50% of the facades that are open to view can be closed. This also applies to the placement of exhibition goods.**
- 4.1.4. Do not start working without receiving the SITE DELIVERY PROTOCOL (FORM: 4).
- 4.1.5. **Make sure of the location of your stand area and dimensions of your stand are correct. You can ask for technical support in this regard.**
- 4.1.6. Do not leave the exhibition centre without handing back your stand area with the SITE DELIVERY PROTOCOL (FORM: 4).
- 4.1.7. Comply with the current Occupational Health and Safety Rules. The use of personal protective equipment is mandatory. Make sure that the tools, machines and devices used are periodically checked, and unqualified people should not be allowed to use them. Relevant issues are the responsibility of the "**Participating Companies**".
- 4.1.8. "**Participating Companies**" are also responsible for all accidents and physical damages caused by themselves, their employees or the people who provide them a service in the exhibition area.
- 4.1.9. Please comply with the loading - unloading rules.
- 4.1.10. Do not occupy the hallways (used as an escape route when necessary), the ones leading to the emergency exits and the front of the fire cabinets.
- 4.1.11. It is strictly forbidden to change, damage, pollute or stain any area (walls, columns, floors, etc.) in the halls.
- 4.1.12. "**Participating Companies**" are responsible for removal of wastes from the area during assembly and after disassembly, and cleaning the oils spilled on the floor, tapes attached to the floor, etc.
- 4.1.13. For ordering additional rental accessories that you may need in the stand area; there will be desks in the foyer during the exhibition preparation period.
- 4.1.14. There are electricity, water - wastewater, compressed air, telephone and internet lines in the manhole channels and/or covers on the floor in the halls. In the stands, it appears as sheet metal cover (as a row of channels or a single cover). The manhole cover on the floor of the "**Participating Companies**" stand must be open and accessible. Otherwise, the "**Participating Companies**" will be held responsible for any damages or expenses related to getting access. There may be technical services (electricity, water, air, telephone and internet lines) passing from the "**Participating Companies**" stand in order to meet the technical demands of neighbouring or surrounding stands. "**Participating Companies**" and "**TEMA FUARCILIK A.Ş.**" **WILL COOPERATE** to ensure that these installations are properly implemented.

#### 4.2. Participating with a Standard Stand: (Stands prepared by TEMA FUARCILIK A.Ş.)

4.2.1. Explanation of standard stand features and services provided;

4.2.1.1. The stand system is a modular system called “Octanorm” with 8 channels, made of aluminium material and a height of at least 2.5 meters. Along with aluminium material, white MDF panels are used as the panel system.

4.2.1.2. 100 W LED lighting instruments are used for every 6 m2.

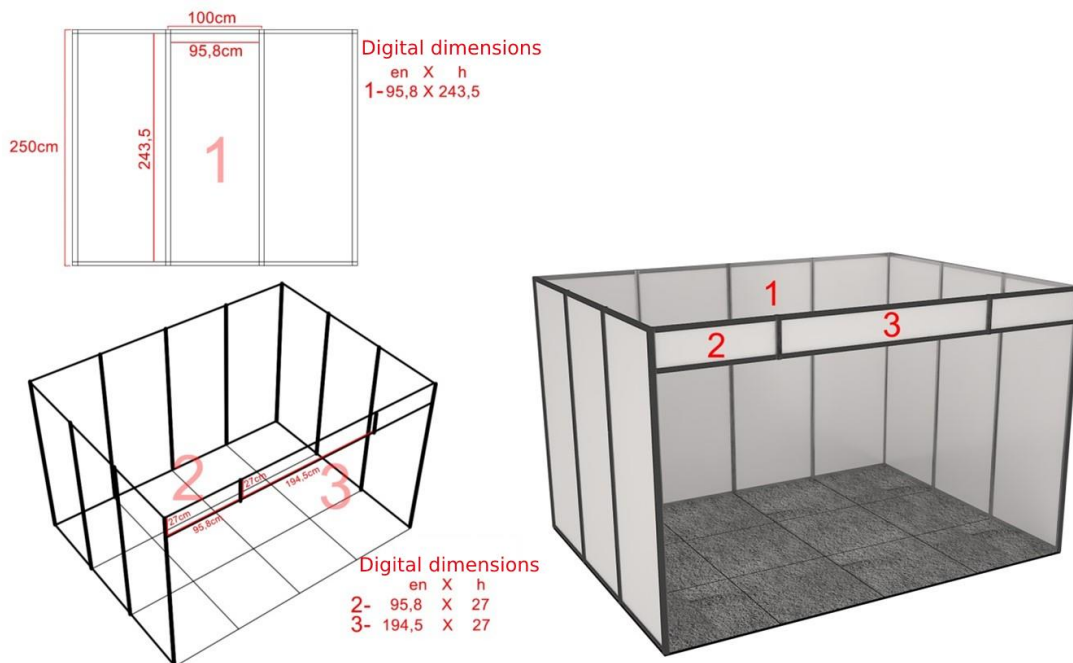
4.2.1.3. One 3-way socket (220 V) will be provided. (for three-phase power demands, the stand panel and electricity connection fee will be covered by the "**Participating Companies**").

4.2.1.4. 1 table and 2 chairs will be provided.

4.2.1.5. 1 trash can will be provided.

4.2.1.6. A signboard be prepared. (maximum 20 characters - text height will be 10 cm)

4.2.1.7. There is carpet on the floor.



4.2.2. Standard stand service is provided to "**Participating Companies**" as rental by "**TEMA FUARCILIK A.Ş.**".

4.2.3. "**Participating Companies**" are aware that every material they rented is frequently used during exhibitions and does not always have to be new.

4.2.4. "**Participating Companies**" are responsible for checking that the materials they receive are clean, operating and complete during the delivery of materials.

4.2.5. Alterations that will damage the general structure of the stand and the panels (drilling, hammering and sticking) are forbidden. However, tapes that do not leave traces or sticky marks and do not damage the stand (provided that they are cleaned by the "**Participating Companies**" after the exhibition) can be used.

#### 4.3. Participating with a Special Stand: (Stands prepared by the Participating Companies and/or their suppliers)

4.3.1. The stand area is handed in empty to the "**Participating Companies**".



- 4.3.2. Stand projects must be delivered to “**TEMA FUARCILIK A.Ş.**” technical office ([info@temafair.com](mailto:info@temafair.com)) until 01 September 2024. Stand projects (appearance - dimensioning - static - electrical and installation plan - product layout) must be submitted for approval in 3D and dimensioned and approved by architect - civil engineer depending on the stand size and/or materials used.
- 4.3.3. “**Participating Companies**” are responsible for the stability and safety of all types of structures and displays, including the assembly and disassembly process, and are required to present proof upon request.
- 4.3.4. The fact that the stand project has been submitted for approval; does not mean that the terms of participation and the exhibitor guide rules will be changed. In addition, in no case does the presentation of the projects cause a liability for “**TEMA FUARCILIK A.Ş.**”. All kinds of responsibility of set-up, the static loads of the exhibited products and the stand and all the consequences belong to solely and exclusively the “**Participating Companies**”.
- 4.3.5. In the exhibition area, using COMPRESSOR, WELDING EQUIPMENT, METAL CUTTING TOOLS (sparking and dust-generating cutting tools) and CUTTING WOOD, CHIPBOARD, MDF, GYPSUM BOARD AND ALL KINDS OF DUST GENERATING MATERIALS are forbidden in terms of "human health and safety". **IT IS RECOMMENDED TO USE READY TO INSTALL MATERIALS FOR THE ASSEMBLY OF THE STANDS.**
- 4.3.6. Maximum stand heights are 5.00 meters for hall B. The maximum height for the stands below the mezzanine floors and restaurants is 3.00 meters. If you are not sure about the height of your floor, ask “**TEMA FUARCILIK A.Ş.**” ([info@temafair.com](mailto:info@temafair.com)) for information.
- 4.3.7. The minimum stand height in the exhibition centre is 2.50 meters. Companies that build stands above this height (maximum 5.00 meters) must make all their facades higher than the neighbouring stands and facing them, clean and painted white. If not, “**TEMA FUARCILIK A.Ş.**” makes these implementations or gets it done and invoices all its expenses to the relevant “**Participating Companies**”.
- 4.3.8. In the stand structure and exhibition products, there should be no obstructing and protruding objects in the hallways and the routes (for humans and vehicles) of the emergency exits. It is forbidden to go beyond the stand area, including the 3rd dimensions. All the elements used in the stand (spot, flag, signboard, picture board, embossed writings) cannot go beyond the stand area. “**Participating Companies**” are responsible for all problems that may come up due to this situation.
- 4.3.9. Measures should be taken in terms of emergency evacuation, security and disabled transportation; making the necessary arrangements for the design and implementation of the stand, depending on the size of the stand area.

#### **4.4. Floor and Ceiling Use:**

- 4.4.1. Leaving materials in communal areas (hallways, fire exit passages, cargo doors, etc.) are not allowed. All materials must be located in the stand areas.
- 4.4.2. Connecting something to the ceiling and hanging something down from the ceiling is not allowed in the exhibition area.
- 4.4.3. Because there may be slight level differences on the floor (especially around the underground installation channels), precautions should be taken accordingly.

- 4.4.4. No part of the stands can be connected to the hall elements. It is forbidden to use glue on the floor, drill holes, drive in nails and screws, make any kinds of connections to columns and walls.
- 4.4.5. Make sure that your technical installation (electricity cable etc.) on the floor are out from the channels. In addition, there are electricity, water - wastewater, compressed air, telephone and internet lines in the manhole channels and/or covers on the floor in the halls. In the stands, it appears as sheet metal cover (as a row of channels or a single cover). The manhole cover on the floor of the "**Participating Companies**" stand must be open and accessible. Otherwise, the "**Participating Companies**" will be held responsible for any damages or expenses related to getting access.
- 4.4.6. If "**Participating Companies**" use covering materials on the floor of the exhibition area, they should consider that they cannot be glued or nailed to the floor. It is possible to carpet the floor with double-sided tape. For other coverings, it is recommended to lay the stand floor with a wooden platform and apply coating material on top of it.

#### 4.5. Appearances:

- 4.5.1. In stand designs, MAXIMUM 40% of the facades that are open to view can be closed. This also applies to the placement of exhibition goods.
- 4.5.2. All facades open to view at the stands must be clean and well-maintained.
- 4.5.3. In the stand structure and exhibition products, there should be no obstructing and protruding objects in the hallways and the routes (for humans and vehicles) of the emergency exits.
- 4.5.4. The minimum stand height in the exhibition centre is 2.50 meters. Companies that build stands above this height (maximum 5.00 meters) must make all their facades higher than the neighbouring stands and facing them, clean and painted white. If not, "**TEMA FUARCILIK A.S.**" makes these implementations or gets it done and invoices all its expenses to the relevant "**Participating Companies**".
- 4.5.5. Due to the height differences, using any kind of writing or logo etc. on the facades facing the neighbouring stands is forbidden (such applications can be made at least 1.00 meters inside from the facades facing the neighbouring stand).
- 4.5.6. Lighting instruments used in the stand cannot be directed to the surrounding stands and hallways.

#### 4.6. Displaying Rules

- 4.6.1. In stand designs, MAXIMUM 40% of the facades that are open to view can be closed. This also applies to the placement of exhibition goods.
- 4.6.2. As in exhibition stands, the products to be displayed should not cause any danger to anyone.
- 4.6.3. It is forbidden to display and demonstrate products without security measures.
- 4.6.4. Product promotions at the stand should be arranged in a way that does not disturb neighbouring stands and visitors. The maximum sound level allowed in any kind of promotion is 80 decibels. It may be requested to reduce this value more depending on the conditions.
- 4.6.5. It is forbidden to exhibit any dangerous materials (flammable, explosive, etc.) in the exhibition centre.
- 4.6.6. Vehicles can only be exhibited in the halls with a spare amount of fuel in their tanks. The fuel tank must be locked and the battery must be disconnected.
- 4.6.7. It is forbidden to display LPG vehicles in the exhibition centre and leave them at the indoor parking lot.

- 4.6.8. The use of any remotely controlled flying objects (balloons, zeppelins, helicopters, planes, etc.) is prohibited.
- 4.6.9. Vehicles, which will be displayed at the stand, that take up big a space such as trucks, buses, cars, construction equipment, must be placed in such a way that they do not obstruct the field of view of other stands.
- 4.6.10. Some prohibited implementations:
- 4.6.10.1. Carrying on any kind of business in the exhibition centre without a participation agreement; sell and distribute products or services,
  - 4.6.10.2. Conducting surveys, using advertisements, distributing brochures and using promotional materials outside the exhibitor stand area,
  - 4.6.10.3. Engaging in inappropriate behaviour and activities that will affect the state of the exhibition and disturb the public peace both inside and outside the exhibition area,
  - 4.6.10.4. Fireworks, explosives, gas tank, welding gas, making a fire and running a kitchen stove,
  - 4.6.10.5. Using flammable and combustible materials in the construction of the exhibitor stand and the products on display,
  - 4.6.10.6. Bringing weapons to the exhibition centre,
  - 4.6.10.7. Recording and taking photos without permission,
  - 4.6.10.8. Organizing unauthorized raffles,
  - 4.6.10.9. Employing unauthorized interpreter, stand attendant, personnel for security and cleaning.
  - 4.6.10.10. Including the stand area and all indoor areas, smoking is prohibited in the exhibition centre, according to the 2nd article of Law No. 4207. The violation in question is subject to financial penalties.

#### **4.7. Departure:**

- 4.7.1. All payments related to the exhibition must be completed in order to carry out your departure procedures.
- 4.7.2. Packings will continue **UNINTERRUPTEDLY** with the exhibition closing. In the meantime, please keep in mind that there will be many workers and equipment in the working areas. **Therefore, please increase your SAFETY MEASURES.**
- 4.7.3. After making sure that you did not leave any exhibits or rubble in the area, leave the area informing the authorities and sign “**FORM: 4 - SITE DELIVERY PROTOCOL**”. Possible penalties will be sent to the “**Participating Companies**” who leave the area without signing the protocol.
- 4.7.4. When the area is not vacated on time in accordance with the exhibition schedule, all materials (exhibits and all waste rubble of the stand) will be removed from the area by “**TEMA FUARCILIK A.S.**” without any liability, and a penalty of **\$5,000 + VAT** will be charged to the “**Participating Companies**” as the removal cost.

## 5. TECHNICAL SERVICES

### 5.1. Electricity Supplies:

5.1.1. In the stand lighting system, it is **MANDATORY** to use **LED LIGHTING** instruments due to saving measures.

5.1.2. The electricity network of the exhibition centre is 380 V between alternate three-phase phases, 220 V between Phase and Neutral, and its frequency is 50 Hz.

5.1.3. “**TEMA FUARCILIK A.S.**” is not responsible for power cuts and/or possible voltage changes. In this regard, it is recommended that “**Participating Companies**” use UPS - uninterruptible power supply. “**TEMA FUARCILIK A.S.**” does not provide UPS - uninterrupted power supply.

5.1.4. Please submit FORM: 2 by the application deadline. (It is obligatory to state your electrical power in KW.) As there is no guarantee of meeting the demands that are not made on time, they will be supplied only in cases where it is possible to reach the installation channels.

5.1.5. The projects planned according to the laws and standards related to electricity must be signed by the legal authorities (engineer-technician).

5.1.6. Energy supply is provided by sticking out 1 – 2 meters of ends of 5\*6 and 5\*10 NYY cables in the stand (with taped ends). With the supply of this cable, the planning of the panel and installation in accordance with the relevant standards and expenses are the responsibility of the “**Participating Companies**”. The technical channel image is given in the appendices.

5.1.7. Make sure that you have connected the cable ends given to your panel correctly in accordance with the colour codes.

5.1.8. It is mandatory to have a master switch in the panels suitable for the installation.

5.1.9. It is mandatory to have a residual current device in the panels. (30 mA) (If there is no residual current device, the system does not work.)

5.1.10. Lighting and socket use should be separated in installations.

5.1.11. The loads on the phases should be evenly distributed.

5.1.12. The current system is earthed.

5.1.13. Before connecting power to the stands, your panel and electrical connection instruments will be checked by the authorities. If there is missing material and/or incorrect connections, the stand will not be provided with power for safety reasons.

5.1.14. On the days when the exhibition is open, in the evening closing hours, in order not to cause malfunctions in electrical appliances and/or electrical installations, “**Participating Companies**” must turn off the stand lighting after checking all electrical installations and socket usage. Due to saving measures, the stand area should not be left before the lights are turned off.

5.1.15. In the evening of the last day of the exhibition, all stand power will be completely cut from the moment the disassembly begins.

### 5.2. Water – Wastewater Supplies:

5.2.1. Projects planned in accordance with the relevant laws and standards for detailed uses should be signed by the legal authorities (engineers - technicians).

5.2.2. The central pressurised water system is 4 BAR and is provided through an 8 mm compressed air hose and is discharged using a PVC spiral hose through the wastewater drain on the floor in the stand area. All connection devices and the parts to be used for changing the pressure values are the responsibility of the “**Participating Companies**”. The technical channel image is given in the appendices.

- 5.2.3. Please submit **FORM: 2** by the application deadline. As there is no guarantee of meeting the demands that are not made on time, they will be supplied only in cases where it is possible to reach the installation channels.
- 5.2.4. Water - wastewater supply will be provided before the stand set-up. As of the closing time of the exhibition, the installation will be taken down.
- 5.2.5. It is not allowed to make a water - wastewater connection through the channel without permission. Only “**TEMA FUARCILIK A.Ş.**” installation team is authorized to access and use all installation channels on the floor. Distribution within the stand area and connecting assigned hose - pipe etc. is the responsibility of the “**Participating Companies**”.
- 5.2.6. In case of a possible malfunction, the installation team should be informed immediately. All expenses of damage and loss caused by the stand installation and affected other stand and hall elements will be invoiced to the “**Participating Companies**”.

### 5.3. Compressed Air Supplies:

- 5.3.1. Projects planned in accordance with the relevant laws and standards for detailed uses should be signed by the legal authorities (engineers - technicians).
- 5.3.2. The central compressed air system is maximum 9 BAR and is provided through 8 mm compressed air hose. All connection devices and the parts to be used for changing the pressure values are the responsibility of the “**Participating Companies**”. The technical channel image is given in the appendices.
- 5.3.3. Please submit **FORM: 2** by the application deadline. As there is no guarantee of meeting the demands that are not made on time, they will be supplied only in cases where it is possible to reach the installation channels.
- 5.3.4. Compressed air supply will be provided before the stand set-up. As of the closing time of the exhibition, the installation will be taken down.
- 5.3.5. It is not allowed to make a compressed air connection through the channel without permission. Only “**TEMA FUARCILIK A.Ş.**” installation team is authorized to access and use all installation channels on the floor. Distribution within the stand area and connecting assigned hose - pipe etc. is the responsibility of the “**Participating Companies**”.
- 5.3.6. In case of a possible malfunction, the installation team should be informed immediately. All expenses of damage and loss caused by the stand installation and affected other stand and hall elements will be invoiced to the “**Participating Companies**”.

### 5.4. Internet Services:

- 5.4.1. As an additional service (for a fee), wireless or wired internet can be requested with **FORM: 2**. Only one laptop or PDA can access the internet at once with the password provided.
- 5.4.2. Log information of internet access will be kept by “**TEMA FUARCILIK A.Ş.**” pursuant to the Internet Law No. 5651. Access that does not comply with the law are the responsibility of the “**Participating Companies**”.

### 5.5. Additional Accessory Supply:

- 5.1.1. Additional accessories can be ordered using **FORM: 6**.
- 5.1.2. There will be information desks in the exhibition centre for the supply of additional accessories.
- 5.1.3. “**Participating Companies**” are aware that materials they rented is frequently used during exhibitions and does not always have to be new.

- 5.1.4. **"Participating Companies"** are responsible for checking that the materials they receive are clean, operating and complete during the delivery of materials.
- 5.1.5. Additional accessories are distributed right before the exhibition and reclaimed immediately after closing.
- 5.1.6. **"Participating Companies"** accept that the materials they rented can only be used during the exhibition period, only at their assigned area in the exhibition centre and for the specified purposes.
- 5.1.7. **"Participating Companies"** must use the rented materials with care. Materials cannot be painted, cut or used in any way that could change their structure.
- 5.1.8. **"Participating Companies"** are responsible for any loss and damage of the materials they rented that may come up.

#### **5.6. Loading – Unloading Services:**

- 5.6.1. **"Participating Companies"** may get loading and unloading services for a fee from the logistics company brought to the area in order to assist those concerned by **"TEMA FUARCILIK A.S."**. **"Participating Companies"** can bring their own loading-unloading equipment if they wish, provided that they are only used for their stands. In both cases, it is recommended that **"Participating Companies"** have "Loading - Unloading Insurance" against possible risks. **"TEMA FUARCILIK A.S."** does not provide loading - unloading insurance.
- 5.6.2. **"Participating Companies"** and/or their representatives are **obliged to accompany** the operations during loading and unloading. Since the loading and unloading operators will be directed by those who accompany, the accompanying employees of the company will be responsible for possible accidents and/or damages.
- 5.6.3. It is the responsibility of the **"Participating Companies"** to comply with rule of maximum capacities of load carrying in the halls for the materials and vehicles to be brought to the exhibition centre. Please be careful!
- 5.6.3.1. Hall B: 2.000 kg/square meter (1.500 kg/square meter for moving loads).
- 5.6.3.2. Loading on a single point is not allowed. The load should be spread over the area.
- 5.6.3.3. Precautions should be taken especially for the loads on the installation channels on the floor (they are made of sheet metal and are located approximately 4-5 meters apart). The legs of the any device you load should not be placed directly on the covers.
- 5.6.4. Forklift and crane working hours for the exhibition preparation and assembly periods will be planned separately according to the demands. Please fill in the attached **"FORM: 3"**.
- 5.6.5. Loading – unloading operations for all the stands will be planned according to the arrival at the exhibition centre and the availability of the areas. Our primary goal is to serve safely.
- 5.6.6. All loads participating companies bring, must be packed in accordance with international standards. **"TEMA FUARCILIK A.S."** is not responsible for any damaged materials caused by incorrect packaging or loading.
- 5.6.7. **"Participating Companies"** and/or their representatives will take all safety precautions during loading and unloading and ensure that there is no damage to any surroundings and employees. **"Participating Companies"** will be responsible for accidents and damages that may occur during the operations and will cover all expenses.
- 5.6.8. Vehicles such as forklift, crane etc. are used only for loading and unloading. They cannot be used for the purposes like substituting stairs, scaffold, etc. during stand manufacturing.

- 5.6.9. Vehicles such as truck, lorry etc. may enter the halls for loading and unloading purposes only during the assembly and disassembly process. The ignition must be turned off during operations. Vehicles which completed their operations are not allowed to park in the **FUARİZMİR** area.
- 5.6.10. The speed limit for vehicles is 20 km/h. Vehicles must move at walking speed.
- 5.6.11. "**Participating Companies**" cannot indicate "**TEMA FUARCILIK A.Ş.**" as the buyer for the materials they dispatch to the exhibition centre.
- 5.6.12. Storing empty boxes is not allowed in the stand area. A suitable area will be shown by "**TEMA FUARCILIK A.Ş.**" for the storage of empty boxes.

#### **5.7. Food – Beverage – Cocktail – Catering Services:**

- 5.7.1. You can contact "**TEMA FUARCILIK A.Ş.**" for food, beverage, breakfast, coffee break, lunch, dinner, cocktail or gala dinner requests.

#### **5.8. First-aid Services:**

- 5.8.1. During the exhibition, first aid team and/or ambulance are available in the area.
- 5.8.2. In case of emergency, information desks, security and hall attendants will assist you in this regard.
- 5.8.3. "**Participating Companies**" should have a first aid kit in their stand areas.

#### **5.9. Cleaning Services:**

- 5.9.1. If the visitors touch any of the products in the stands, those products should be disinfected with products with "BIOCIDAL PRODUCT LICENSE" issued by T.C. MINISTRY OF HEALTH. In addition, hand disinfectants should be available at stands.
- 5.9.2. During the exhibition, cleaning of the areas outside the stand areas is provided by "**TEMA FUARCILIK A.Ş.**". "**Participating Companies**" are responsible for all kinds of cleaning of the stand area.
- 5.9.3. During the exhibition period, "**Participating Companies**" must get cleaning service from the provider determined by "**FUARİZMİR**" for stand cleaning. "**Participating Companies**" can meet with the service provider in the exhibition area and request cleaning service, depending on the size of the stand area and, parts and surfaces of the stand to be cleaned. (Hourly pay for a cleaning employee is 20 \$ + VAT)
- 5.9.4. During the exhibition period, if "**Participating Companies**" leave their garbage bags in front of the stands, those will be removed by the "**TEMA FUARCILIK A.Ş.**" cleaning team.
- 5.9.5. When the area is not vacated on time in accordance with the exhibition schedule, all materials (exhibits and all waste rubble of the stand) will be removed from the area by "**TEMA FUARCILIK A.Ş.**" without any liability, and a penalty of **\$5,000 + VAT** will be charged to the "**Participating Companies**" as the removal cost.

#### **5.10. Security Services:**

- 5.10.1. General security measures in the exhibition area are provided by "**TEMA FUARCILIK A.Ş.**". The exhibition centre is controlled by security guards and surveillance cameras. Surveillance cameras are used to provide general security and order.
- 5.10.2. "**TEMA FUARCILIK A.Ş.**" aims to ensure general safety with the security services it provides. This security system does not cover individual stands. "**Participating Companies**" will be responsible for the security of their stands.
- 5.10.3. "**Participating Companies**" can use the service provider determined by "**FUARİZMİR**" for stand security. (Hourly pay for a security guard is 20 \$ + VAT). "**Participating Companies**" are



obliged to inform “**TEMA FUARCILIK A.S.**” authorities when they want to provide their own security service (security certificate and/or authorization document must be submitted).

- 5.10.4. “**TEMA FUARCILIK A.S.**” is not responsible for any loss or damage related to stand areas under any circumstances. In particular, please increase your SAFETY MEASURES during the assembly operations that will start with the closing of the exhibition.
- 5.10.5. In case of an emergency, it may be necessary to evacuate certain areas or the entire exhibition centre. Evacuation orders can be given by “**TEMA FUARCILIK A.S.**”’s security guards, the police and the fire department. “**Participating Companies**” must comply with the instructions which can be announced by the announcement system or authorized personnel. “**Participating Companies**” are responsible for the evacuation process related to their stands.
- 5.10.6. “**Participating Companies**” must keep their exhibitor cards with them when entering the area. Security guards at the entrance must check these cards. This is valid for all visitors and employees using special cards.
- 5.10.7. “**Participating Companies**” must have fire extinguishers at their stands.

#### **5.11. Insurance Services:**

- 5.11.1. “**TEMA FUARCILIK A.S.**” has its insurance involving its own liabilities in the exhibition area.
- 5.11.2. “**TEMA FUARCILIK A.S.**” is not responsible for the loss, theft or damage of the display products, furniture and stand materials brought to the exhibition centre by the “**Participating Companies**” during the exhibition, stand assembly and disassembly periods. It is recommended to have insurance for all their materials in order to avoid any damage to the participants.
- 5.11.3. All kinds of social security responsibilities of the employees such as stand construction crew or stand attendants during the exhibition belong to the “**Participating Companies**”. It is prohibited to have employees without insurance in the exhibition centre.
- 5.11.4. There will be many workers and equipment in the working areas especially during the assembling and disassembling periods of the exhibition. Therefore, “**Participating Companies**” should avoid actions that will create a “**RISK**” for safety, workers and stand structures. It is recommended that the “**Participating Companies**” have “**INSURANCE**” for “**ALL RISKS**” (for damages to third parties - loading, unloading and transportation, theft - accidents and damages, etc.).

### **6. TECHICAL SERVICE REQUEST FORMS**

- 6.1. The results of all errors and omissions that may arise from the incorrect or incomplete filling of the attached forms by the “**Participating Companies**” are the responsibility of “**Participating Companies**”.
- 6.2. Please submit the “**REQUEST FORMS**” for your requests until the application deadline. As there is no guarantee of meeting the demands that are not made on time, they will be supplied only in cases where it is possible to reach the installation channels.
- 6.3. Please do not use installation channels. Installation channels can only be used by “**TEMA FUARCILIK A.S.**” installation team.
- 6.4. The technical channel image is given in the appendices.



## **7. GENERAL OCCUPATIONAL HEALTH AND SAFETY INSTRUCTIONS**

- 7.1. All restrictions and rules within the scope of COVID-19 that may be introduced and/or changed in the upcoming periods should be constantly followed and applied.
- 7.2. Occupational Health and Safety Law No. 6331 and all relevant legislation must be complied with. It is a **LEGAL OBLIGATION** to obtain the instructions given below with their main headings and comply with all the rules in its content.
- 7.3. The use of personal protective equipment is mandatory. Make sure that the tools, machines and devices used are periodically checked, and unqualified people should not be allowed to use them. Relevant issues are the responsibility of the "**Participating Companies**".
- 7.4. Do not employ any workers without insurance and under the age of 18.
- 7.5. MAIN HEADINGS OF SOME INSTRUCTIONS YOU NEED TO COMPLY WITH ARE GIVEN BELOW.
  - 7.5.1. General Occupational Health and Safety Instruction
  - 7.5.2. Instruction on Emergency Exits and Fire Cabinets
  - 7.5.3. Occupational Safety Instruction for the Use of Hand Tools
  - 7.5.4. Occupational Safety Instruction for Power Tools and Electrical Works
  - 7.5.5. Occupational Safety Instruction for Working at Height
  - 7.5.6. Occupational Safety Instruction for Working with Lifting Tools
  - 7.5.7. Occupational Safety Instruction in Hot Work
  - 7.5.8. Occupational Safety Instruction in Storage and Stacking
  - 7.5.9. Occupational Safety Instruction for Working with Chemical Substances

# **FORM: 1 - STAND CONTRACTORS – EMPLOYEES INFORMATION FORM**

(**deadline for submitting: 01 September 2024**) – ([info@temafair.com](mailto:info@temafair.com))

- In order to have an exhibition period without any problems; We strongly remind you to send the "**EXHIBITOR GUIDE (Technical Services & Rules)**" to your "**stand construction company and other service providers**" that you get professional service from. Your "**stand construction company and other service providers**" are authorized to represent you in the exhibition centre and take responsibilities **on your behalf** until you leave the area.
- If you do not fill out this form, persons who come to the exhibition area and sign the "**Site Delivery Protocol**" are **accepted as authorized to represent the "Participating Companies"**. "**TEMA FUARCILIK A.Ş.**" is not obliged to investigate whether these persons have the necessary authorizations and permissions by the "**Participating Companies**".
- All restrictions and rules within the scope of COVID-19 that may be introduced and/or changed in the upcoming periods should be constantly followed and applied.
- Within the scope of COVID-19, necessary precautions should be taken at all stages starting from stand design to stand assembly and disassembly.
- In the stand lighting system, it is **MANDATORY** to use **LED LIGHTING** instruments due to saving measures.
- **THE AUTHORIZED EMPLOYEE MUST BE IN THE AREA** so that your business activities and operations are not disrupted. Deliveries cannot be made to someone else for the services given.

## **SPECIAL STAND CONTRACTORS – EMPLOYEES INFORMATION FORM**

- Exhibitor Company Name : .....
- Exhibitor Company Phone Number : .....
- Exhibitor Company E-mail Address : .....
- Hall Number : .....
- Stand Number : .....
- Authorized Employee : .....
- Authorized Employee Phone Number : .....
- Authorized Employee E-mail Address : .....

**FORM: 2 - TECHNICAL SERVICES REQUEST FORM AND CONNECTION SCHEMA**

(deadline for submitting: 02 September 2024) – (info@temafair.com)

**Electric** - E  
**Water+Wastewater** - S  
**Compressed air** - B

**Sample Draw**

one sided stand  
two sided stand  
two sided stand  
three sided stand  
four sided stand

Identify the demand points with a simple drawing using this grid plan.

According to your plan, your services (according to the installation channels) will be brought to the most suitable point.

Electrical Connection (.....KW)-	150 \$ + VAT/piece		<input type="checkbox"/>
Water+Wastewater Connection -	100 \$ + VAT/piece	- requesting.	<input type="checkbox"/>
Compressed Air Connection -	100 \$ + VAT/piece	- requesting.	<input type="checkbox"/>
Internet - WIFI - (for single device) -	65 \$ + VAT/piece	- requesting.	<input type="checkbox"/>

**COMPANIES PARTICIPATING WITH STANDARD STAND (Stands Established by TEMA FUARCILIK)**

\* Enter your stand title name in the section below legibly and with a space between write. (Maximum 20 characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company Name:  
.....  
Hall No: .....  
Stand No:.....  
Stamp - Signature:.....

Authorized  
Person:.....  
Tel:.....  
E-Mail:.....

## FUARIZMIR TECHNICAL SERVICES



exits from the duct covers  
on the floor of the  
fairground



central pressurized water system 5  
BAR

Water- with 8mm compressed air  
hose

Waste Water - with hose  
central pressurized air max 9 BAR  
Air - it is provided with 8 mm  
compressed air hose.



electric cable out  
(it gives 5\*6 or 5\*10 NYY  
cable)  
(The 30 mA residual current  
relay panel belongs to the  
participants.)  
Exits from channel covers

## **FORM: 3 - Loading - Unloading Request Form**

(deadline for submitting: 01 September 2024) – ([info@temafair.com](mailto:info@temafair.com))

- 7.6. Ground carrying capacity in the halls for loading and unloading services is 2.000 kg/square meter (1.500 kg/square meter for moving loads).

### **Exhibition Preparation Period Working Hours**

- It will be planed according to the requests.

### **Exhibition Packing Period Working Hours**

- It will be planed according to the requests.

### **General Rules:**

- Loading – unloading operations for all the stands will be planned according to the arrival at the exhibition centre and the availability of the areas. Our primary goal is to serve safely.
- All loads must be packed in accordance with international standards. “**TEMA FUARCILIK A.S.**” is not responsible for any damaged materials caused by incorrect packaging or loading.
- “**Participating Companies**” may get loading and unloading services for a fee from the logistics company brought to the area in order to assist those concerned by “**TEMA FUARCILIK A.S.**”. “**Participating Companies**” can bring their own loading-unloading equipment if they wish, provided that they are only used for their stands. In both cases, it is recommended that “**Participating Companies**” have “Loading - Unloading Insurance” against possible risks. “**TEMA FUARCILIK A.S.**” **does not provide loading - unloading insurance.**
- “**Participating Companies**” and/or their representatives are **obliged to accompany** the operations during loading and unloading. Since the loading and unloading operators will be directed by those who accompany, the accompanying employees of the company will be responsible for possible accidents and/or damages.

<b>EQUIPMENT SERVICE</b>	<b>REQUEST</b>	<b>UNIT</b>	<b>PRICE</b>	<b>REMARK</b>
<b>Forklift (max. 3 tons)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	..... Hour	<b>Will be informed later.</b>	A minimum of 1 hour fee will be charged for the loading or unloading operations that takes less than 1 hour.
An area for storing empty boxes will be shown by “ <b><u>TEMA FUARCILIK A.S.</u></b> ”			<b>The amount of working hours calculated during unloading will be also considered valid for loading and full fee will be collected in advance during unloading.</b>	

**FORM: 4 - SITE DELIVERY PROTOCOL (will be used at the first entry to the exhibition centre and when leaving)**

EXHIBITION PREPARATION PERIOD		
<u>EXHIBITING COMPANY</u>		
<u>STAND CONSTRUCTOR</u>		
DELIVERY	ON BEHALF OF TEMA FUARCILIK A.Ş.	<u>ON BEHALF OF THE EXHIBITING COMPANY</u>
NAME – SURNAME		
DATE – PHONE NUMBER – SIGNATURE		

• As the person signing this form, in addition to accepting that you are authorized to represent the "**PARTICIPATING COMPANY**" ("**TEMA FUARCILIK A.Ş.**" is not obliged to investigate whether these persons have the necessary authorizations and permissions by the participating companies), you also **agree and commit to comply with the rules in this "EXHIBITOR'S GUIDE" and the relevant laws of Republic of Turkey, including all penal clauses.**

- Comply with the previously announced working hours.
- If you are going to get loading - unloading service, PLEASE review our loading - unloading service rules.

**PLEASE check your stand area and stand dimensions.**

- Before starting to work on your stand (especially if you are laying floors), PLEASE CHECK that your electricity – water/wastewater – compressed air – telephone/internet cables are out from the floor.
- In the exhibition area, using COMPRESSOR, WELDING EQUIPMENT, METAL CUTTING TOOLS (sparking and dust-generating cutting tools) and CUTTING WOOD, CHIPBOARD, MDF, GYPSUM BOARD AND ALL KINDS OF DUST GENERATING MATERIALS are forbidden in terms of "human health and safety".

- All restrictions and rules within the scope of COVID-19 that may be introduced and/or changed in the upcoming periods should be constantly followed and applied.

- You can start working after ensuring the safety of your stand area and its surroundings and the occupational safety of your workers.

- ALL PAYMENTS RELATED TO THE EXHIBITION MUST BE COMPLETED IN ORDER TO CARRY OUT YOUR DEPARTURE PROCEDURES.

- You are requested to vacate the area with uninterrupted working permission. Please, plan your working hours and schedule in accordance with occupational safety and health. **PLEASE INCREASE YOUR SAFETY MEASURES AS THERE WILL BE MANY EQUIPMENT AND WORKERS IN THE AREA AT THE SAME TIME.**

- After making sure that you have not left any exhibits or rubble in the area, inform the authorities and leave the area after signing this form again. Possible penalties will be sent to the companies that leave the area without signing this protocol.

- When the area is not vacated according to the exhibition schedule, all materials will be removed from the area by "**TEMA FUARCILIK A.Ş.**" without any liability, and a penalty of **10.000 TL + VAT** will be charged to the "**Participating Company**" as the removal cost.

## **FORM: 5 - WORK PERMIT FOR THE EXHIBITION PERIOD**

**(will be used in the exhibition period.)**

Company name : .....

Hall number : .....

Stand number : .....

Date and time : .....

Reason for work :

.....

.....

.....

List of the employees:

.....

.....

.....

.....

.....

.....

### **REMARKS:**

- This form has been prepared for the purpose of responding to short-term technical problems. The personnel will not interfere with the stands outside their own and will not harm them in any way. Damages to the whole area and other stands will be covered by the company.
- The employee will keep this form and will present when requested.

Exhibitor Company Authorized Employee

TEMA FUARCILIK A.Ş. Authorized Employee

(name/surname – phone number – signature)

(name/surname – phone number – signature)



<p>KOD: A10</p>  <p>VCD /DVD</p>	<p>KOD: A11</p>  <p>Buzdolabı Refrigerator a: 80 cm b: 60 cm c: 50 cm</p>	<p>KOD: A13</p>  <p>Plazma TV 106 Ekran Plasma TV 42"</p>	<p>KOD: A14</p>  <p>Su Isıtıcısı Kettle</p>
<p>KOD: B10</p>  <p>Büro Masası Office Desk a: 70 cm b: 80 cm c: 64 cm</p>	<p>KOD: B11</p>  <p>Koltuk takımı Sofa Set</p>	<p>KOD: B12</p>  <p>Bar masası Bistro Table</p>	<p>KOD: B13</p>  <p>Kare Masa Square Table a: 25 cm b: 20 cm c: 70 cm</p>
<p>KOD: B14</p>  <p>Sandalye Chair</p>	<p>KOD: B15</p>  <p>Metal Masa Metal Table a: 25 cm R: 70 cm</p>	<p>KOD: B16</p>  <p>Metal Sandalye Metal Chair</p>	<p>KOD: B17</p>  <p>Cam Masa Glass Table a: 25 cm R: 85 cm</p>
<p>KOD: B18</p>  <p>Ahşap Masa Wooden Table a: 70 cm b: 70 cm c: 120 cm</p>	<p>KOD: B19</p>  <p>Deri Sandalye Leather Chair</p>	<p>KOD: B20</p>  <p>Koltuk Armchair</p>	<p>KOD: B21</p>  <p>Kilitli Ahşap Dolap Lockable Cabinet a: 100 cm b: 40 cm c: 90 cm</p>
<p>KOD: B22</p>  <p>Etejer Small Locker a: 60 cm b: 50 cm c: 40 cm</p>	<p>KOD: B23</p>  <p>Sehpa Coffee Table a: 40 cm b: 50 cm c: 50 cm</p>	<p>KOD: B24</p>  <p>Banko Information Desk a: 90 cm b: 50 cm c: 100 cm</p>	<p>KOD: B25</p>  <p>Bar taburesi Bar Stool</p>



