

Dear Exhibitor,

**NAMES 2024 Exhibition Fair** is a valuable opportunity for your institution to introduce its services, expertise, and latest products to a rapidly emerging market in North Africa and the Middle East region.

Representatives from science centers, museums, and children's museums, as well as other science engagement professionals, in the region will be attending the three-day conference that takes place once every two years (this edition was postponed due to the COVID-19 pandemic and the devastating earthquake that hit Türkiye), to network, learn, and meet representatives of other institutions involved in science communication.

We invite you to take advantage of this opportunity to create a presence for your institution, showcase your services, and build future collaborations.

**NAMES 2024 Exhibition Fair** is set at the **Konya Science Center (KSC)**, Konya, Türkiye, where the conference will take place, 7-9 May. The exhibition space will provide professional services, including wireless internet access, adequate space that can be customized to your needs, as well as maximum exposure to attendees.

The exhibition area is strategically situated among the conference's halls and activities; furthermore, participants will be able to enjoy their coffee breaks at the exhibition area to provide attendees with ample opportunity to visit your booths and network with your representatives.

For more information about the venue, please visit:

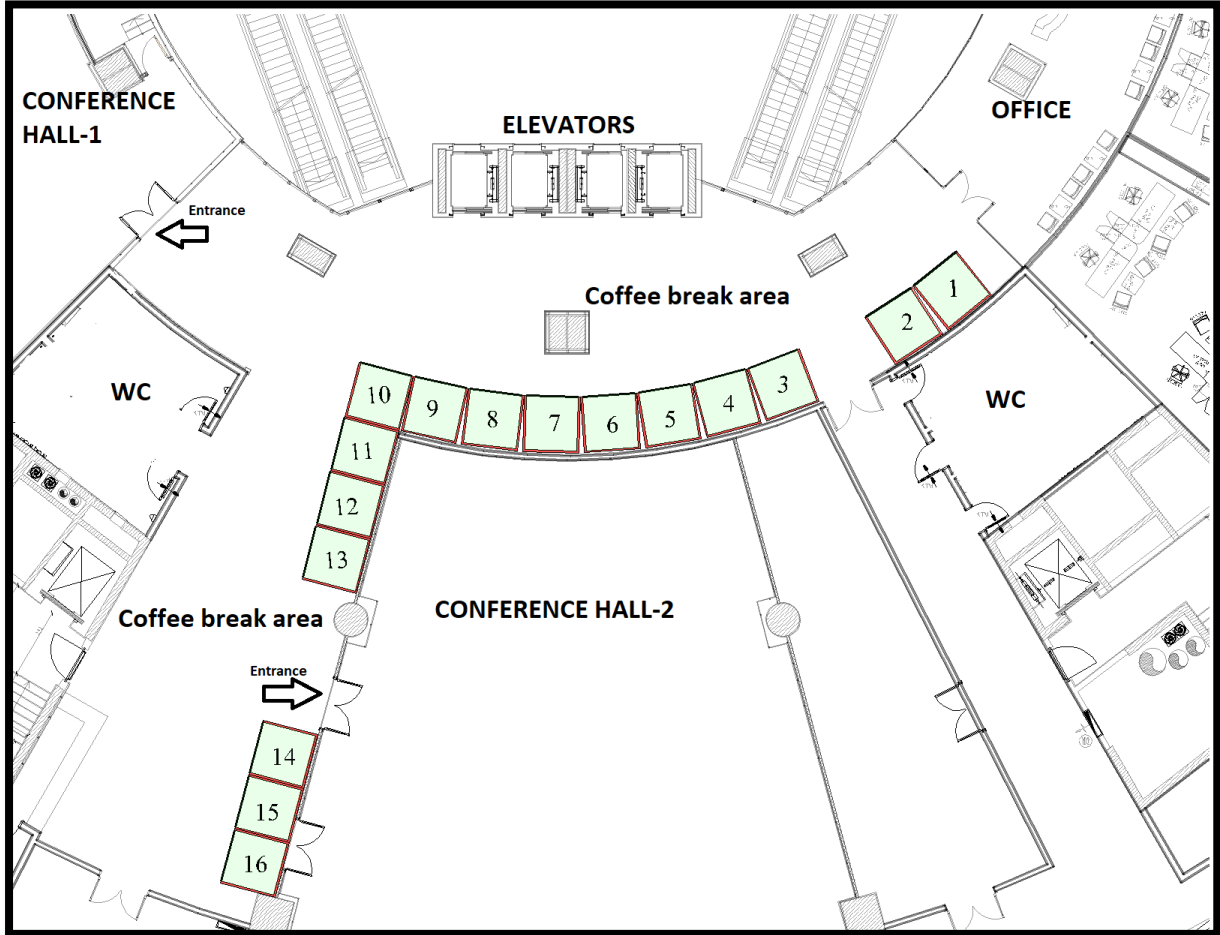
<https://www.kbm.org.tr/>

NAMES family looks forward to welcoming you at NAMES 2024 in Konya, Türkiye.

Sincerely,  
Ali Çetinkaya  
Director, Konya Science Center




## Floor Plan



\*Konya Science Center and NAMES committee have the right to make changes in the fair plan and booths if necessary.

## Booth Specifications

Standard Booth	
Dimensions (width, depth, height) in meters	2x2x2,5m Standard Shell Scheme
Booth numbers (see floor plan)	From B1 to B16
Settings	2 Chairs 1 Table
Branding <b>*Note: Deadline to submit artwork is 11 April 2024</b>	Exhibitor's name printed on headboard in Arabic and English
Utilities	1 Electricity Socket 13 AMP
Price	USD 2,000 for international TRY 16,000 for Turkish exhibitors
	

## Electricity Socket



\*Please contact [names2024@kbm.org.tr](mailto:names2024@kbm.org.tr) for any additional requirements you may have so that we may provide you with a quotation from our various service providers and vendors.

### Be an Exhibitor

	Standard Exhibitor
Total Capacity	16
Value (USD)	2,000
Value (TRY) for Turkish	16,000
<b>Benefits</b>	
Logo on the "Thank-you" sign.	All exhibitors grouped
Flyer insert for the Delegate Bag <sup>1</sup> .	1
Logo on the Conference's Program and Website with a hyperlink to the Exhibitor's Homepage.	Listing
Space in the Conference's Booklet.	Grouped, full page
Quarter page advert in the Conference's Program/Booklet.	@ 50% discount
Full Page advert in the Conference's Program/Booklet.	@ 50% discount
Banner Heading in 25% in the Conference's Program/Booklet.	@ 30% discount
Complimentary Passes to Conference Sessions	2
VIP Seats during Opening Session.	1
VIP Seats during Gala Dinner.	2

<sup>1</sup> All flyers/ leaflets to be inserted in the delegate bag must be submitted to the Conference Organizing Committee no later than 11 April 2024.

## Exhibition Rules and Regulations

Exhibitor agrees to abide by the rules, guidelines, and regulations included below, and by any amendments that may be put into effect by NAMES and the Konya Science Center.

### Booth Rental Steps

- View the Exhibition Plan on the website:  
<http://www.namesnetwork.org/names2024/fair/fair.aspx>
- Select your booth/booths number(s) from the exhibition floor plan.
- Fill out and submit the Online Booth-Rental Form.
- The Organizing Committee will review your application for completeness and compliance, and confirm the same back to you within one work week.
- Deadline to confirm and fully settle rental fees is 18 April 2024.

### Setup and Dismantling

- Delivery will be from 29 April to 7 May; setup of exhibits, booth interiors, and other properties must be completed between 5 and 6 May 2024, from 9:00 am to 9:00 pm.
- Exhibitors are responsible for the carriage and setup of their material within their booths.
- Demonstration equipment and the operator's position must be located at least 60 cm away from the aisle.
- Any demonstration or activity that results in the obstruction of aisles or hinders access to adjacent and/or nearby exhibitors' booths shall be suspended for any periods specified by the Conference Organizing Committee.
- Please contact the Conference's Organizing Committee to:
  - Request moving or changing allocated booth locations;
  - Install and use an external sound system.
- Installing electrical wirings is the sole and exclusive responsibility of the designated venue technicians.

- Dismantling of booths must be completed on 9 May 2024, from 4:00 pm to 8:00 pm.
- After dismantling, exhibitors are required to hand over the booth's furniture to the designated staff.

### **Safety, Security & Liability**

- The exhibitor agrees to accept full responsibility for compliance with country regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment (if any).
- Shipping expenses, customs, taxes, and duties are handled by the exhibitor's own forwarding agent; the exhibitor is responsible for handling all relevant procedures and resulting payment(s) of cost and expenses.
- Konya Science Center is secured by security staff. Technicians are available for general technical problems (electricity, internet, etc.) in both the exhibition and conference areas.
- The safekeeping of the exhibitor's property shall remain the sole responsibility of the exhibitor.
- The exhibitor is liable for any damage caused to building floors, walls, columns, standard booth equipment, or to other exhibitors' property. The exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns, floors, or standard booth equipment. Holes may not be drilled, cored, or punched in the building. NAMES reserves the right to charge the costs of any resulting repairs to the exhibitor.
- No flammable fluids or materials of any nature, including decorative materials, the use of which is prohibited by fire regulations, may be used in any booth and entire venue.
- Balloons, lights, lasers, horns, musical instruments, projected light outside booths, use of other mechanical devices that create objectionable noises, odors, congestion, or any material deemed by Conference Organizing Committee to be a negative distraction are prohibited. Conference Organizing Committee reserves the right to determine when such items become objectionable and take corrective actions at its sole discretion.

- At its sole discretion, NAMES reserves the right to prohibit any exhibit or demonstration that is deemed to negate the intentions and purpose of NAMES, or may otherwise be deemed as a negative distraction, or may detract from the general intent and purpose of the exhibit area as a whole.
- The exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exhibition before conclusion of the dismantling period.

### Booth Staffing

- Exhibitors' representatives shall be restricted to employees of the exhibiting institution who are actually working in their respective exhibitor's booth. Booth representatives shall wear "Exhibitor" badges at all times.
- The exhibitor may not sublet booth space, nor any part thereof, nor exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in their own name, except where such products and services are required for the proper demonstration or operation of the exhibitor's display.
- Exhibitors' booths must be staffed during all show hours. Exhibitors will not be permitted to dismantle or to begin dismantling prior to the close of the conference on Thursday, 9 May 2024, at 4:00 pm.
- From 7 to 9 May, booth representatives will be permitted to enter the exhibition at 8:30 am each day and will not be permitted to remain in the exhibition area after 8:00 pm on the last day, 9 May. Exhibitors with special cases that require additional time must request and clear exceptions with the organizers on the previous day.

## Cancelation

- Cancelation of the booth-rental may be requested by the exhibitor via email addressed to the Conference's email: [names2024@kbm.org.tr](mailto:names2024@kbm.org.tr), copying NAMES email: [namesnetwork@bibalex.org](mailto:namesnetwork@bibalex.org).
- The Host agrees to refund 50% of the booth fee only if all booth spaces are sold and there is another exhibitor willing to rent the space(s). No refund will be given if the booth remains unoccupied.
- In the event NAMES Conference is canceled due to force majeure beyond the control of the Host and NAMES, NAMES shall not be held liable to the exhibitors for failure to hold the conference as scheduled. NAMES shall determine the amount of fees to be refunded to exhibitors.

## Mailing Address

Büyükkayacık Mah.  
Ankara Cad. No: 292  
Selçuklu 42100  
Konya TURKEY  
Tel.: +(90) 332 250 3873

## Attention:

**Dr. Havva KIRGIZ**  
Konya Science Center,  
E-mail: [names2024@kbm.org.tr](mailto:names2024@kbm.org.tr)