

 TO DO LIST	DEADLINE	CONTACT
Company Profile Information Login to the Exhibitor Portal and edit your company information to be included in the exhibition catalogue, ICA Connect and exhibitor lists.	January 3, 2025	Customer Success Team emitt.support@icaevents.com.tr
Technical Services & Regulations Access " Make a New Order " section from the Exhibitor Portal and complete requests.	January 3, 2025	Operation Department technical@icaevents.com.tr
Create and Print Exhibitor Badges Create and print Exhibitor Badges through the Exhibitor Portal before the event to avoid waiting in the line.	As soon as possible	Customer Success Team emitt.support@icaevents.com.tr
Download ICA Connect Download the ICA Connect app to set B2B meetings with the buyers, visitors and exhibitors Don't forget to export the data of your connections after the event.	As soon as possible	Customer Success Team emitt.support@icaevents.com.tr
Explore Sponsorship Opportunities Increase your brand awareness in the region by taking advantage of the sponsorship opportunities offered by the event.	As soon as possible	Sales Team seyma.atakuru@icaevents.com.tr
Banner Download the exhibition banners and share on your social media, website or email signature and Attract visitors to your stand.	As soon as possible	Customer Success Team emitt.support@icaevents.com.tr
Visa (If needed) Ensure you get your visa. Customer Success team can provide you a confirmation letter for visa applications.	As soon as possible	Customer Success Team emitt.support@icaevents.com.tr
Request Customs Letter (If needed) We can provide you a custom letter will be issued for materials/products/samples to be entered through Turkish customs and exhibited at the event.	As soon as possible	Operation Department cansu.inan@icaevents.com.tr
Stand Activity If you are planning to arrange any event at your stand please fill in the " Stand Event Request Form ".	January 20, 2025	Content Team neslisah.sahin@icaevent.com.tr
Payment/Invoice	As soon as possible	Finance Department eda.yilmaz@icaevents.com.tr

GENERAL INFORMATION



Arrival

All information on how to get to at the EMITT can find in [here](#).

Stand Build Up and Break Down Dates

Build Up:

February 3, 2025: 09:00 a.m. – 09:00 p.m.

February 4, 2025: 09:00 a.m. – 06:00 p.m.

Break Down:

February 7, 2025: 07:30 a.m. – 12:00 p.m.

February 8, 2025: 12:00 a.m. – 10:00 p.m.



Wi-Fi and Internet Services

Free Wi-Fi is available at the venue, although connection issues may occur. Consider purchasing an internet package for your stand or ordering internet service from [Exhibitor Portal](#).



Content Area

Follow the latest trends in the industry by taking part in conference stage sessions.



Buyer's Lounge

Meet with the qualified VIP buyers at the Buyer's Lounge in Hall 3, Stand 3593. Also please do not forget to download [ICA Connect](#) app.

ORGANISER'S CONTACTS

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