

 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.	March 21, 2025	Customer Success Team turkeybuild.support@icaevents.com.tr
Technical Services & Regulations Access " Make a New Order " section from the Exhibitor Portal and complete requests.	March 14, 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 turkeybuild.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 turkeybuild.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 tugay.demir@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 turkeybuild.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 turkeybuild.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 ".	As soon as possible	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 YAPI - Turkeybuild Istanbul can find in [here](#).

Stand Build Up and Break Down Dates

Build Up:

April 14, 2025: 09:00 a.m. – 12:00 a.m.

April 15, 2025: 12:00 a.m. – 06:00 p.m.

Break Down:

April 19, 2025: 05:30 p.m. – 12:00 a.m.

April 20, 2025: 12:00 a.m. – 10:00 a.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 the [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. Also please do not forget to download [ICA Connect](#) app.

ORGANISER'S CONTACTS

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