



TETRA ASSOCIATION

The TETRA Association
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January 2010

Dear Colleague,

TETRA for Turkey 2010
Ankara Hilton SA
Wednesday 28th April 2010

The TETRA Association is pleased to invite you to participate in the TETRA for Turkey 2010 conference and exhibition. This event will take place at the Hotel Hilton SA, Tahran Caddesi No 12, 06700 Kavaklıdere, Ankara on Wednesday 28th April 2010.

This event will follow the usual TETRA Association format of a conference with an exhibition. The conference will take place in the Kavaklıdere Ballroom 1 and the exhibition will be in the Kavaklıdere Ballroom 3.

It is planned that the exhibition will be open from 9.00am until at least 5.00pm. Refreshments will be provided for delegates and exhibition staff. These will be served and consumed in the exhibition area.

Registration will be from 9.00am with the conference beginning at 10.00am. It will be concluded by 5:00pm.

This event is free to all delegates who register in advance. Registration is on the Association website www.tetra-association.com. Please follow the link [turkey registration](#) and fill in the simple form.

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The TETRA Association
Registered Office
Richmond House, Broad Street
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Registration No.4155039 in UK
VAT Registration Number GB 755 4236 24

As you are aware, a key factor to the success of these events is attracting sufficient numbers of good delegates. The Association will do whatever it can through its local partners and other means but much will depend upon all Members, sponsors and exhibitors inviting their own contacts and potential customers. Delegate invitations and event flyers are being prepared to assist you in this. Please let us know if we can support you in inviting any local organisations or potential delegates.

Attached you will find a proposed layout for the exhibition. Each space is numbered 1 to 14. If more or less spaces are required then this will be amended accordingly and published to you.

Each exhibition space will measure approximately 3m * 2m and will be provided with a covered table and power. Each will include the refreshments for two registered members of staff. Each space will be charged at the same rate. It is possible to book more than one space but we may have to limit that according to demand. Built up is possible after midnight before the event. Breakdown is from 17:00 until 18:00 on the day.

Please reply to nicola.morrison@tetra-association.com indicating your interest and your preferred space(s). This is a "first come first serve" process meaning that your first choice may not be available. If this is the case we will contact you with any alternatives. When we have agreed your space(s) we will invite you to sign a contract with the Association. It is only when we have received your signed contract that your space is guaranteed. We will provide you with a cut off date for this to be done otherwise it may be offered to other exhibitors.

The cost for each space is Members €2000 and Non-members €2500. Members will take preference.

Members often ask about sponsorship. In response to this you are also invited to consider sponsoring the following:

Gold Sponsor - will be able to display their logo in the conference room during the whole of the proceedings. This will be the only logos displayed here. They will be introduced as Gold sponsor of the event at the beginning of the conference and throughout the day. Gold Sponsor included in the programme provided to delegates. Precise details to be agreed. Maximum number of Gold sponsors is two. Cost €3000

Lunch Sponsor – will be able to display their logo with refreshments. Sponsorship announced to delegates during the conference. Name of Sponsor included in the programme provided to delegates. Precise details to be agreed. Cost €2000

Registration sponsor – will be able to display their logo on delegate lanyards and printed on name badges supplied by sponsor. Precise details to be agreed. Cost €1000.

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Members are welcome to propose additional sponsorships.

The prices for sponsorship are in addition to any exhibition spaces.

All prices in this letter are net of any local taxes.

The conference will be delivered by Association Members presenting on behalf of the TETRA association. They will not be company or product specific. You are invited to propose making a presentation or suggesting an interesting topic for a Turkish audience who have some TETRA knowledge.

In addition there will be case studies presented by users. You are invited to nominate interesting case studies for consideration. These are of great interest to delegates who wish to hear how your products have been implemented and used. Ideally there will be a number of case studies from different sectors.

The Association will put the programme together and publish a draft on the website. The conference will be in English with Turkish simultaneous translation.

Latest information about the event will be available on the website at all times www.tetra-association.com

Please feel free to contact Nicola Morrison should you require any further information or support. Email nicola.morrison@tetra-association.com or ring her on +49 160 9065 1618

Kind Regards,

A handwritten signature in black ink, appearing to read 'Phil Kidner', with a long horizontal flourish underneath.

Phil Kidner Chief Executive