



## USEFUL INFORMATION ABOUT THE DISCOP ISTANBUL MARKET

### LOCATION / DATES

DISCOP ISTANBUL will take place at the INTERCONTINENTAL HOTEL in Istanbul, Turkey, Asker Ocagi cad No : 1 – Taksim district – Istanbul. Intercontinental .com.tr

### OFFICIAL EXHIBITION HOURS

Tuesday, February 28- 9:00 AM – 6:00 PM  
Wednesday, February 29 - 9:00 AM – 6:00 PM  
Thursday, March 1 - 9:00 AM – 4:00 PM

### EXHIBITING FACILITIES

The exhibition is organized on the “P” floor of the Intercontinental Ceylan hotel (see floor plan on [www.discop.com](http://www.discop.com)). Please have a look at the program to find out where all the social events will be held!

### REGISTRATION AND CHEK IN

Market badges will be available from Monday, the 27<sup>th</sup> of February at 4:30 PM to 7 PM at the DISCOP REGISTRATION AREA on the P floor of the Intercontinental CEYLAN hotel. All participants are required to wear their individual market badge ay all times.

- Additional company representatives can be registered on site as a VISITOR at a cost of **300 Euros**.
- Payment of past dues and of on site registration must be made by credit card or in cash only at the on-site DISCOP REGISTRATION AREA of the P floor of the Intercontinental CEYLAN hotel.
- The exhibiting area will be accessible for those who have picked up their badges.

### ONSITE MEETING ORGANIZATION SUPPORT

The P floor of the Intercontinental CEYLAN hotel will be open each day of the market all day long and will be managed by our Meeting Manager and his team of runners.

### INSTALLATION AND PREREGISTRATION HOURS

Monday 27 February..... from 4:00 PM  
Tuesday 28 February ..... 7:30 AM – 9:00 AM  
Wednesday 29 February..... 7:30 AM – 9:00 AM  
Thursday 1 March..... 8:00 AM – 9:00 AM  
Exhibitor booths must be prepared by 9:00 AM on Tuesday 28 February.

## DISMANTLING HOURS

Thursday 1 March..... 4:00 PM – 7:00 PM

## EXHIBITING OPTIONS

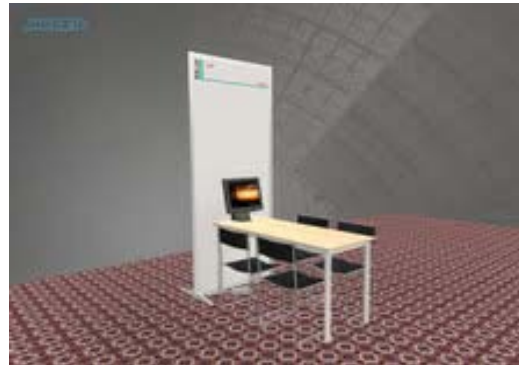
The updated floor plan of the exhibitors area is available on the <http://www.discop.com>

### MEETING TABLE

- One numbered meeting table
- Company signage on the meeting table

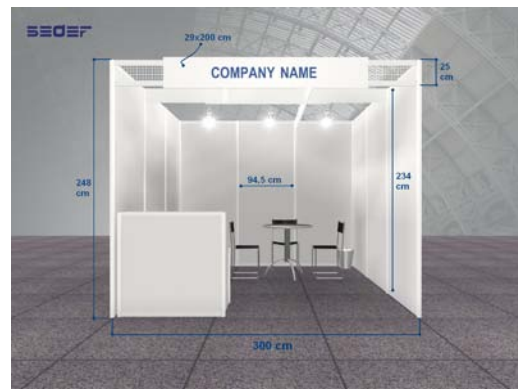
### VIEWING BOX:

- 1 table and four chairs
- TV set and multizone DVD player
- Headphones
- Company signage



### SCREENING STAND 9m<sup>2</sup>:

- 1 round glass table
- 4 black leather chairs
- 1 information desk
- 1 TV set + multizone DVD player
- 1 waste basket
- 1 triple socket outlet, min 750 w, 230 V per booth
- Illuminating of the stand with 3 spot lights each with 100 watts.
- Company signage



### SCREENING STAND 18m<sup>2</sup>:

- 2 round glass tables
- 4 black leather chairs per table
- 2 information desks
- 1 TV set + multizone DVD player
- 1 waste basket
- 2 triple socket outlet, min 750 w, 230 V per booth
- Illuminating of the stand with 3 spot lights each with 100 watts.
- Company signage



For any extra electrical and spotlights and furniture, please check our technical manual on [www.discop.com](http://www.discop.com)

## INTERNET ACCESS

- High Speed Wired/Wireless 50 Mbit Internet Access. (Wired connection in guest rooms, wireless in public areas) - Initial Fee: 10 euros (special rate for DISCOP participant)  
Service Provider: for 24 hours use PC available - Initial Fee: 10 euros  
Service Provider: for 24 hours use Wireless Data Connection - Initial Fee: 10 euros  
Service Provider: for 24 hours use

## CATERING SERVICES

If you would like to organize an event on your booth or a special lunch or diner within the market please feel free to contact our contact in the CEYLAN Intercontinental Hotel (contact just bellow) copy Aurèle Rivet from Basic Lead at [aurelerivet@basiclead.com](mailto:aurelerivet@basiclead.com).

### Slavina Lerga Keçeci

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## IMPORTANT DEADLINES TO REMEMBER

**ON-LINE MEETINGS AGENDA:** STARTING 16 January 2012

The **on-line meetings agenda** is part of a new service being introduced to this inaugural market, where both Buyers and Sellers can schedule a personalized agenda for DISCOP ISTANBUL on-line. Closer to the market, **between January 18th and 8<sup>th</sup> of February**, you can browse Buyers' availability and send meeting requests through the on-line platform. Buyers will then accept or reject your invitation through their personal on-line agenda. **Exhibiting sellers will be assisted by DISCOP staff to confirm pending meeting requests.**

Please note that our staff is busy calling all Buyers in order to re-confirm their participation. With this double confirmation, we are able to provide you with the most accurate **list of Buyers by February 8th**.

### Prior to the market:

- update your personal and corporate profile under **"MY INFO"**
- upload information on up to 10 of the titles that you will be presenting at DISCOP ISTANBUL under **"MY CONTENT"** (**before 27 January 2012**).

## FREIGHT / SHIPPING INFORMATION

Each DISCOP ISTANBUL participant is fully responsible for all shipments made to and from the CEYLAN INTERCONTINENTAL Hotel. The DISCOP organisation can under no circumstances be held responsible for shipping problems. In order to allow enough time for customs clearance procedures, please follow carefully our shipping instructions available on [www.discop.com](http://www.discop.com).

## FLIGHT BOOKING

The DISCOP ISTANBUL registered participants can book their flight tickets to Istanbul with the airlines of SKYTEAM, official Alliance Network for our event, offering active airfares to participants.

**SKYTEAM** comprises 10 leading international airlines: Aeroflot, Aeromexico, Air France, Alitalia, Continental, CSA, Czech Airlines, Delta, KLM, Korean Air, Kenya Airways, Northwest Airlines, serving 728 cities in 149 countries with over 15000 flights daily.

To benefit from these special offers, link up with <http://globalmeetings.skyteam.com/>

Through this site you can also access the schedules of all SkyTeam partners to plan your flights on the airlines of your choice.

## ACCOMMODATION / SHUTTLE SERVICE

For any questions regarding your hotel accommodation or your shuttle please contact our local partner, VENUS TOURISM ORGANISATION. Information is available at:

<http://www.venusistanbul.com/discop/>

## VISA INFORMATION

In preparation for the market, we encourage all participants to verify their visa needs at <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Please plan on applying for your visa in advance of your departure for Turkey to avoid any inconvenience. It is important that you ensure that your passport **is valid for at least 90 days after your date of travel in Turkey.**

If you require a visa and an invitation letter from The DISCOP Organisation, please log-on to [discop.com](http://discop.com) and visit "Visa Support" under **My DISCOP**. There you can print an official invitation letter to DISCOP Istanbul, which you should include with your visa application. Should you require an invitation letter from a Turkey based company, please directly contact our partner in Istanbul, Venus Tourism Organisation at [discopistanbul@venus-tourism.com](mailto:discopistanbul@venus-tourism.com)