

USEFULL 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

- Monday, March 14 - 9:00 AM – 6:00 PM
- Tuesday, March 15 - 9:00 AM – 6:00 PM
- Wednesday, March 16 - 9:00 AM – 4:30 PM

EXHIBITING FACILITIES

Exhibition is organized on the "P" floor of the Intercontinental Ceylan hotel (see floor plan on www.discop.com). All the social events will be organized within the hotel unless for any other location you will receive a notice

REGISTRATION AND CHEK IN

Market badges will be available from Monday 14th of march at 7:30 am to 6pm at the DISCOP REGISTRATION AREA on the P floor of the Intercontinental CEYLAN hotel. All participants are required to wear their individual Market badge all the time.

- Additional company representatives can be registered on site as VISITOR at the cost of **300 euros**.
- Payment of past dues and of on site registration must be made by credit card or in cash only in the on-site DISCOP REGISTRATION AREA on the P floor of the Intercontinental CEYLAN hotel.
- The exhibiting area will be accessible after the pick up of the badge.

ONSITE MEETING ORGANIZATION SUPPORT

'P floor' of the Intercontinental CEYLAN hotel will be open each day of the market all day long and will be managed by Leonel Buchet (leonelbuchet@basiclead.com) and his team of runners.

INSTALLATION AND PREREGISTRATION HOURS:

- Sunday, March 13 from 6:00 PM
- Monday, March 14 7:30 AM – 9:00 AM
- Exhibitor booths must be set up no later than 9:00 AM on Monday, March 14, 2011.

DISMANTLING HOURS:

- Wednesday, March 15 4:30 PM – 9:00 PM

EXHIBITING OPTIONS

The updated floor plan of the exhibitors' area is available on the 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 9m²:

- 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

For any extra electrical and spotlights and furniture (please check our technical manual on www.discop.com)

INTERNET ACCESS

- High Speed Wired/Wireless 50 Mbit Internet Access. (Wired connection in guest rooms, wireless in public areas) - Initial Fee: 30.00 (TL)
- Service Provider: for 24 hours use PC available - Initial Fee: 215.00 (TL)
- Service Provider: for 24 hours use Wireless Data Connection - Initial Fee: 30.00 (TL)
- Service Provider: for 24 hours use

IMPORTANT DEADLINES TO REMEMBER

ON-LINE MEETINGS AGENDA: STARTING 1 February 2011

The **on-line meetings agenda** is part of a new service being introduced to our inaugural market, where both Buyers and Sellers can schedule a personalized agenda for DISCOP ISTANBUL on-line. Closer to the market, **between February 7th and 28th**, 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 meetings.**

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 28th**.

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 7 February 2011).

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.

FLIGHT BOOKING

The DISCOP ISTANBUL subscribed participants could book their flight tickets to Nairobi with the airlines of SKYTEM, 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 question regarding your hotel accommodation or your shuttle please contact our local partner VENUS TOURISM ORGANISATION, all information are available on:
<http://www.venusdmc.com/discopistanbul/>

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 before your departure for Turkey to avoid any inconvenience. Beforehand, its important that you double-check that your passport **is valid for at least 90 days after your date of travel.**

If you require a visa and an invitation letter from The DISCOP Organisation, please log-on to discop.com and visit "Visa Support" under **My DISCOP**. Here you can print an official invitation letter to DISCOP Istanbul, which you should include in your visa application.

Should you require an invitation letter from a Turkey based company, please contact directly our partner in Istanbul, Venus Tourism Organisation at discopistanbul@venus-tourism.com