

HOSPITALITY SUITES / INDUSTRY MEETING ROOMS

Hospitality Suites (Purpose Built)

To permit sponsors and exhibitors to have meeting space on the exhibition level for delegates or internal meetings, EBMT will have an area dedicated to this in the Istanbul Congress Centre (ICC). The proximity to the exhibition will ensure easy access for delegates.

These are only available to exhibitors or sponsors **ALREADY PARTICIPATING** at the EBMT Congress – companies that have not purchased exhibition space, a satellite symposium or other consequential investment during the Congress are not permitted to rent these rooms.

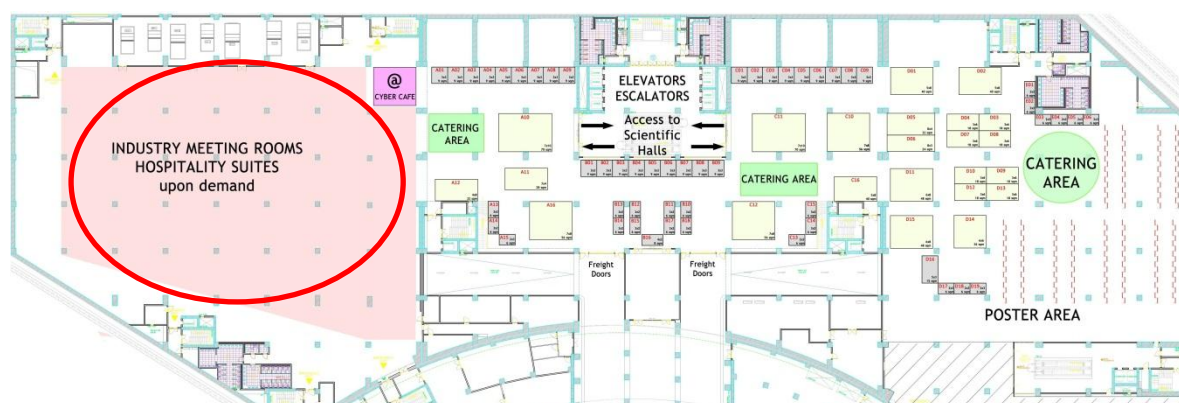
If you would like to book a suite during the EBMT Congress, please complete, sign and return the booking form at the end of this document.

These Suites/Meeting rooms are intended for exhibitors and sponsors to host small staff meetings or private meetings with attendees. Educational sessions may not be held in these rooms.

As these rooms are located in the exhibit hall, they will be accessible during exhibit hours only. Branding of these rooms must be kept to the **INTERIOR** of the rooms; your company name will be on the A3 signage outside of the room.

These rooms are booked on a first-come first-served basis so please send in your booking form as soon as possible to ensure a room as space is limited.

Level B5 - ICC



HOSPITALITY SUITES / INDUSTRY MEETING ROOMS

Rooms composed of:

- 2.5m high wooden walls, white
- Stretched, white fabric ceiling covering
- Carpet (choice of blue, red, grey or black)
- 2 electrical points (4Kw each) with 3 plugs each
- Halogen spotlights
- Lockable doors
- 1 meter by 0.5 meter digital print Company Name/Logo outside door

Prices for these rooms depend on the number of booked square metres – soundproofing is available, see below for compared prices :

BASIC CONSTRUCTION		SOUNDPROOF CONSTRUCTION	
Sqm Range	Price per sqm excl. 18% VAT	Sqm Range	Price per sqm excl. 18% VAT
0-20 sqm	EUR 140,00	0-20 sqm	EUR 220,00
21-50 sqm	EUR 130,00	21-50 sqm	EUR 200,00
51-70 sqm	EUR 120,00	51-70 sqm	EUR 180,00
71-150 sqm	EUR 100,00	71-150 sqm	EUR 130,00

Basic Construction Hospitality Suite Rental Fees Include:

- Use of the room for the **duration of the congress** (Sunday 22nd March – Wednesday 25th March)
- Keys (doors are lockable)
- Electricity usage
- One time cleaning after construction complete

In addition, soundproof rooms include:

- Ceiling will be changed to 18mm wooden panels
- All side wall panels will be double 18mm wooden panels
- Soundproofing material will be placed below between each wooden panels, including ceiling
- Metal carcass added to hold wooden ceiling
- Air vents will be opened at the bottom of longer walls

BOTH OPTIONS Exclude:

- Furniture*
- Catering*
- AV*

**Must be ordered via the exclusive providers, please use forms found in Technical Manual.*

Industry Meeting Rooms (Exisiting Rooms)

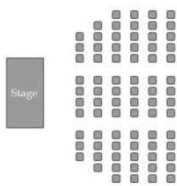
For sponsors or exhibitors who wish to book a room for **internal meetings only for a few hours (maximum 1 day)** please send an email to Mr Vladimir Yossifov vladimir.yossifov@mci-group.com for the required form. Depending on your needs he will check availability and get back to you with an offer and prices. These rooms are located on levels B2 and B3 of the ICC.

HOSPITALITY SUITES / INDUSTRY MEETING ROOMS

Determine Setup & Size of Hospitality Suites: Quick Calculations

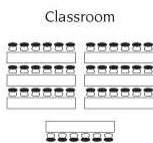
To quickly figure out how large a room you need for a specific setup, multiply the number of people by the appropriate square metres per person from the formulas below. To determine if a certain meeting room can accommodate a desired setup, divide the room's total square metres by the appropriate square metres per person from the formulas below.

Theatre Style



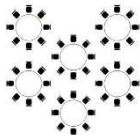
- 1.1 m² per person for groups of less than 60 people
- 1 m² per person for groups of 60 to 300 (the most common size breakout session)
- 0.9 m² per person for groups of more than 300 people

Classroom Style



- 2 m² per person for groups of less than 60 people
- 1.8 m² per person for groups of 60 to 300 people (the most common size breakout session)
- 1.6 m² per person for groups of more than 300 people

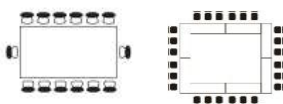
Banquet Style



- 1.3 m² per person

Boardroom or Hollow Square

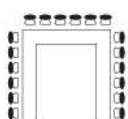
Boardroom



- 2.8 m² per person

U-Shape

U-Shape



- 3.3 m² per person

HOSPITALITY SUITES / INDUSTRY MEETING ROOMS

BOOKING FORM – HOSPITALITY SUITES

PLEASE COMPLETE AND SEND TO:

MCI Suisse SA – C/o Hélène Barr – 75 rue de Lyon
CH-1211 Geneva 13 – Switzerland
Fax: +41 22 33 99 601
E-mail: helene.barr@mci-group.com

Company:

Company VAT number:

Contact name:

Address:

Postal Code:

City, State:

Country:

Telephone:

Fax:

E-Mail:

P.O. number if applicable:

**Prices Exclusive of 18% Turkish VAT*

Number Square Metres required: _____ sqm

X

Price per sqm (use chart): _____ EUR

= TOTAL COST: _____ EUR

Sqm	Price per sqm	
	Basic	Sound proof
0-20sqm	140 EUR*	220 EUR*
21-50sqm	130 EUR*	200 EUR*
51-70sqm	120 EUR*	180 EUR*
71-150sqm	100 EUR*	130 EUR*

PAYMENT SCHEDULE

- All payments must be made in Euro (EUR)
- 50% of the total cost will be invoiced on receipt of the completed order form if received before November 30th. Payment due in 30 days of receipt of invoice.
- The final balance is due by 31st January 2014.
- For bookings made from 1st December 2014, the full amount is due at the time of reservation

By Bank Transfer

Bank: Akbank

Kosuyolu Sb. Kosuyolu Mah. Kosuyolu Cad. No: 67,
Kadikoy, Istanbul, Turkey

Company: Kaiki Kongre Yonetimi ve Turizm A.S.

Account Num: 10826

SWIFT: AKBKTRIS

IBAN: TR91 0004 6012 0203 6000 0108 26

BY CREDIT CARD

Visa, MasterCard and American Express are accepted.

Please request a Credit Card authorisation Form. Payment will only be settled in Euro (EUR) – please note that an additional credit card charge of 4% will be added to the authorisation form.

CANCELLATION POLICY

Cancellation and changes to your original booking must be made in writing to MCI.

FOR CANCELLATION MADE

From confirmation date to 30 September 2014

- 30% of the total cost of each item will be retained

From 30 September 2014

- 75% of the total cost of each item will be retained

From 30 December 2014

- 100% of the total cost of each item will be retained

We hereby agree to pay the required 50% deposit in EUR as soon as we receive the corresponding invoice. Final balance of the payment is to be made at the latest by 31st January 2015.

I have read and agree with the EBMT 2015 terms and conditions as on page 25 of the EBMT 2015 Sponsorship & Exhibition Prospectus. I have taken all the steps to ensure that anyone working on the project is aware of these terms and conditions.

Place and Date:

Signature and company stamp: