

*The Luxury Travel Mart 2014 Baku, Azerbaijan  
on the 10th of April 2014  
at JW Marriott Hotel Absheron Baku*

**GENERAL INFO AND DEADLINES:**

***Your action is required on the following:***

Please complete the Accommodation Request Form and send it  
(by the 25th of February 2014).

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Please request an invitation letter and apply for an entry visa for Azerbaijan (if required).  
Please note that it may take a long time to receive an entry visa to Azerbaijan, so start  
the process as soon as you can.

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Please check that all your tickets and transfers are booked and all travel arrangements  
are in order.  
If you sent your brochures in advance, please check that they have arrived safely and  
are not stuck in customs.

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On the 17th of March you will receive an access code for your personal web-page on  
the LTM web-site, where you can schedule appointments with buyers, upload info for  
the catalogue, exchange messages with buyers, etc. Detailed instructions on how to use  
the online system and how to set up your appointments will be sent for your attention.

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From the 18th of March to the April 4, 2014 — scheduling of appointments for the  
morning session. Please note that it is your own responsibility to maintain the schedule  
for the morning session. If you forget or are too late to schedule and it turns out that  
you don't have any appointments at the morning session - we will not accept any  
responsibility for this.

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By March 25, 2014: for the online exhibitors' catalogue please upload a minimum of 6  
medium-resolution images of your hotel/company, your logo and the text you want to  
use, through your personal web-page on our web-site.

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**Important deadlines:**

**February, 5, 2014:** Opening of registration for the buyers.

**March, 17, 2014:** Password, user name and detailed instructions on how to use the online system and  
to set up your appointments will be sent for your attention.

**March 18 — April 4, 2014:** Scheduling of appointments for the morning session.

**April, 4, 2014:** Your schedule should be ready and available for printing. Final exhibitors check for the  
badges.

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***at JW Marriott Hotel Absheron Baku***

(674 Azadliq Square, Baku - AZ1010, Azerbaijan, telephone: +994-12-4998888)

***PROGRAM OF THE EVENT:***

Registration desk will be located in the Foyer of the Sharg Zali.

***10:00 – 14:20 Morning session.***

Individual pre-scheduled appointments with top-buyers. Each appointment will last 10 minutes according to the following scheme (5 minutes added for moving from one exhibitor to another):

10:00 – 10:10 | 10:15 – 10:25 | 10:30 – 10:40 | 10:45 – 10:55

11:00 – 11:10 | 11:15 – 11:25 | 11:30 – 11:40 | 11:45 – 11:55

11:55 – 12:10 — coffee break

12:10 – 12:20 | 12:25 – 12:35 | 12:40 – 12:50 | 12:55 – 13:05

13:10 – 13:20 | 13:25 – 13:35 | 13:40 – 13:50 | 13:55 – 14:05 | 14:10 – 14:20

A bell will ring at the end/start of each appointment.

Place: Sharg Zali I + II.

***14:30 – 15:30 After-session networking and buffet lunch.***

Place: Foyer of the Sharg Zali.

***18:30 – 21:00 Evening session.***

Workshop and cocktail reception for travel agents, corporate clients and selected journalists in a relaxed atmosphere. Place: Sharg Zali I + II.

**All events are available only to pre-registered visitors.**

**Non-participating hoteliers, DMC companies and other hospitality providers will not be permitted to attend the Luxury Travel Mart as visitors.**

**We kindly ask you NOT TO INVITE any of your colleagues from other hotels, cruise companies, DMCs, etc as there might be a conflict of interests with other exhibitors.**

**Thank you for your understanding.**

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***Detailed schedule:***

**09:00 – 09:30** — Registration of exhibitors. Please contact the registration desk, which will be located in the foyer of the Sharg Zali; you will be provided with a badge and information pack.

After the registration, please proceed to the hall where your table is assigned. Please check your table allocation for the morning session on the floor plan.

Set-up for the morning session of the Luxury Travel Mart. The set-up for the morning session is “classroom” format, you will have a table with a sign with your company/hotel name on it, and 2 chairs on each side. Power supply will be available at each table (for your laptop presentations). Wi-Fi connection is available through the hotel, access cards are on sale at the reception.

**Please note that wall or standing posters are not allowed; you can only use the space on your table. In the event of any damage to hotel property by sticking posters to the wall, you'll be asked to pay the cost of repairs.**

**09:30 – 10:30** — Arrival of buyers for the morning session, registration.

**10:00 – 14:20** — Individual appointments as scheduled (the schedule can be printed from your personal cabinet at [www.luxurytravelmart.ru](http://www.luxurytravelmart.ru) and it will also be provided on the day of the event). Please note that all appointments are scheduled for 10 minutes maximum – please keep an eye on the time otherwise buyers will be late for their next appointment. A guest list may be printed from your personal page on our web-site.

Complementary soft beverages, coffee and tea will be available during the morning session on request; please ask the waiters or our staff if you need anything.

After the morning session, please leave your boxes and packages clearly labeled, standing on your table, we'll move them to your table for the evening session. Please clearly label your boxes or packages with the stickers that will be provided on your table. All brochures must be placed in boxes – our staff won't collect individual brochures from the tables. Please ensure that there are no valuables left behind – we cannot take any responsibility for any lost or stolen items.

**14:30 – 15:30** — After session networking and buffet-reception. During this time you will have the opportunity for an informal chat with buyers.

**18:00** — Set-up for the evening session of the Luxury Travel Mart. Please check your table allocation for the evening session on the floor plan. Please make sure to start set-up at 18:00 exactly as guests for the evening session usually arrive earlier.

**18:30** — Luxury Travel Mart workshop / cocktail reception, for owners and managers of travel agencies, tour operators, corporate travel managers and selected press. The more relaxed atmosphere of the evening session will give your company an opportunity to increase its contacts, creating the possibility for future cooperation. A guest list may be printed from your personal page on our web-site.

For the evening session the tables will be placed along the walls of the Ballroom Hall, you will stand in front of your table (which is approximately 70 cm long). Again, a sign with your company/hotel name will be provided.

There will be no power supply at the evening session, so please make sure that the batteries of your laptop are fully charged.

**Please note that it is not allowed to use any kind of posters or individual stands at the workshop due to the limited space.**

**21:00** — Workshop ends.

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**ACCOMMODATION:**

A block of rooms has been reserved for exhibitors from the 9th to the 11th of April 2014.

**JW Marriott Hotel Absheron Baku:**

Single occupancy – 175 New Azeri Manats (approximately 175 euro) per night,  
Double occupancy – 190 New Azeri Manats (approximately 190 euro) per night,

The above room rate is:

- Exclusive of 18% VAT
- Exclusive of Municipality Tax of AZN 1.10 per person per night
- Inclusive of breakfast in the restaurant
- Inclusive of Internet access in the guest room
- Per night and applicable only for the above room request and within the mentioned period
- Rate is quoted in New Azeri Manats

**For reservations please visit this link:**

[http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkId=Luxury%20Travel%20Mart%5Egydjw%60ttgtga%60175%60EUR%60false%604/6/14%604/15/14%603/28/14&app=resvlink&stop\\_mobi=yes](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkId=Luxury%20Travel%20Mart%5Egydjw%60ttgtga%60175%60EUR%60false%604/6/14%604/15/14%603/28/14&app=resvlink&stop_mobi=yes)

and book online.

**Check-in and Check-out**

Please be advised that the check-in time at the hotel is 02:00 pm, unless the rooms are pre-booked from the night before, and the check-out time is 12:00 noon.

Late check-out will be subject to availability and will be charged accordingly:

- Late check-out may be provided subject to availability, without an extra charge up until 03:00 pm
- Between 03:00 pm and 06:00 pm, 50% of the room rate (the rate the guest is staying at) will be charged to the guest's account
- After 06:00 pm, the full room rate will be charged to the guest's account.

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## **VISAS**

Please request a visa support letter, book transfers and fast track through our local ground handler Pasha Travel.

151, Neftchilar ave., Baku, AZ1010, Azerbaijan | Tel. (+994 12) 404 10 90 Fax (+994 12) 404 10 91  
[inbound@pashatravel.az](mailto:inbound@pashatravel.az) | [www.pashatravel.az](http://www.pashatravel.az)

## **ENTRY REGULATIONS**

Depending on your citizenship, as well as the duration and purpose of your stay, you may need to obtain an entry visa prior to your arrival in Azerbaijan.

The citizens of the following CIS countries do not require a visa to enter Azerbaijan:

- Belarus
- Georgia
- Kazakhstan
- Kyrgyzstan
- Moldova
- Russia Federation
- Tajikistan
- Uzbekistan
- Ukraine.

Citizens of Turkey and Israel can obtain a visa for Azerbaijan (single entry up to 30 day of validity) upon arrival in Baku airport.

For **all other nationalities** it is required to obtain an entry visa prior to arrival in Azerbaijan.

The above information applies only to holders of ordinary passports or identity cards. Anyone holding a diplomatic or in-service passport is requested to contact an Azerbaijan Diplomatic/Consular Representation for specific entry regulations.

## **ELECTRONIC VISA**

Since April 2013, a new e-visa system for tourists has been implemented in Azerbaijan. E-visa is an A4 paper size document with your photo, passport details, validity information and bar code.

The procedure for obtaining electronic visas is simple and has advantages such as – lower cost, no need to visit an embassy, the entire process takes place online, you keep your passport with you at all times.

Once issued, a confirmation copy of your e-visa will be sent to you by e-mail. We recommend you to carry a printed copy together with your passport.

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**Documents required:**

1. Application form (completed and signed).
2. High resolution digital passport-style photo (head & shoulders against white background) in color (Jpeg format).
3. High resolution copy of passport or travel document in color (should be valid for a minimum of six months from the date of entry to Azerbaijan).
4. Hotel confirmation voucher.
5. Payment confirmation for e-visa.

**Visa fee**

- Visa fee — 40 AZN per person.
- The fee is payable in USD or EURO by bank transfer or credit card along you're your application.
- The fee is non-refundable.

**Important Notes:**

- E-visa is for tourism only.
- E-visa is single-entry with a maximum duration of 30 days ( issued for days the hotel booking is confirmed for).
- All documents must be scanned (JPEG format, size not more than 1MB).
- Submitting documents DOES NOT guarantee the issuance of an e-visa.
- No e-visa refunds or changes are possible after documents are submitted to the MFA of Azerbaijan.
- Any previous visits to the Nagorno Karabakh region of the Republic of Azerbaijan occupied by the Republic of Armenia may result in the visa application being rejected.
- All documents should be submitted to PASHA Travel office by e-mail to [inbound@pashatravel.az](mailto:inbound@pashatravel.az)
- Processing time by MFA of Azerbaijan takes up to 15 working days.

***BUSINESS VISA (single, double or multiple entries from 30 up to 90 days of validity):***

We would recommend you to apply for a business visa with an invitation letter. This letter can be received through PASHA Travel Agency; you will find a service request form below. A charge is made for the invitation letter, which should be paid directly to PASHA Travel.

Please note that it will take up to 3-5 days to issue a visa support letter. Therefore our advice is to apply for the visa support letter and for your visa no later than one month prior to the expected trip. The standard visa processing time at the Consulate is 5 working days. In some cases it may take longer. If you submit documents in person you will be given a receipt and will be informed when you can collect your passport.

Documents required by PASHA Travel for invitation letter:

1. Scanned identity (information) page of the passport. Should be valid for a minimum of six months from the date of entry to Azerbaijan.
2. Payment confirmation.

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3. Information about: Visa type. Place visa is to be obtained.

Estimated dates of the visit to Azerbaijan.

Invitation letter fees:

Business visa invitation – List A (USA, Canada, Australia, Japan and EU countries)

Single entry (up to 30 days): 150 AZN

Double entry (up to 90 days): 220 AZN

Business visa invitation – List B (China, India, Iran, Korea, Thailand and other countries)

Single entry (up to 30 days): 275 AZN

Double entry (up to 90 days): 420 AZN

Invitation letter service fee are payable in USD or EURO by bank transfer or credit card.

Important Notes:

- Submitting the invitation letter DOES NOT guarantee issuance of a visa.
- No refunds or changes to invitation are possible after documents are submitted to the MFA of Azerbaijan.
- The invitation letter service fee is non-refundable.
- Make sure that you have a free page in your passport and the passport expiry date is valid upon arrival. The validity of your passport should be not less than 6 months before arrival.
- Please be informed that if you have visited the Nagorno Karabakh region of the Republic of Azerbaijan, occupied by the Republic of Armenia, you may be refused entry to Azerbaijan at the border.
- You should provide all the necessary information to PASHA Travel by e-mail (see contacts below). After that we'll upload the document to the MFA's Consular Department.
- Processing time by MFA of Azerbaijan takes up to 3-5 working days. After confirmation is provided, an invitation letter in PDF format will be forwarded to the applicant's email address.

Documents required by Azerbaijan consulates for business visas:

A copy of the invitation letter issued by the host organization in Azerbaijan. To obtain this document please, indicate the purpose of your trip and the dates of your planned trip.

The letter should be typed on a computer, printed out and signed/stamped (if applicable).

A completed visa application form (one per person).

All fields must be completed and signed otherwise your application will be refused.

A valid passport (a photocopy will not be accepted), which should have at least one blank page for a visa.

Your passport must be valid for at least six months longer than the validity of the requested visa.

One recent, color photo of the applicant, which should be stapled to the marked space in the upper right hand corner of the application form

Visa fee

The visa fee varies from USD 40 for a single entry to USD 60 for a double entry. Please double check with the Azerbaijan Consulate in your country for more information. The fee should be paid directly to the Embassy of Azerbaijan.

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## **TRANSFERS AND FAST TRACK INFORMATION:**

We offer Fast Track Service at the airport, which is suitable if you want to avoid queues at passport control and customs.

**Fast Track:** quickly pass through all formalities in the airport;  
Meeting a passenger (or a group of passengers) at the aircraft or at the terminal building entrance by representatives of "Salam Fast Track services";  
Speedy handling and check-in of tickets;  
Speedy handling and check-in of baggage;  
Speedy passing through customs, passport and security control;  
Porter service;  
Priority seats in the aircraft cabin (for departure).

**Fast Track & Lounges** — In addition to all the above services we offer you 4 lounges at your disposal: Mugam and Buta on departure, Khazri and Gilavar on arrival. The cozy interiors, well-stocked bar and friendly staff will turn any tedious waiting into a pleasant experience.

### **FAST TRACK SERVICE**

On arrival — 55 AZN/per person  
For departure — 60 AZN/per person

**We kindly advise you to order a transfer or a taxi in advance.**

### **AIRPORT MEET & PICK UP SERVICE**

Vehicle type	Price for one way
Standard Sedan Car (maximum 3 persons)	35 AZN
VIP Sedan Car (maximum 3 persons)	125 AZN
Mini bus (8-15seats)	75 AZN
Bus (40 seats)	150 AZN

### **TERMS AND CONDITIONS:**

- All above rates are stated in AZN
- Fast track and transfer service fee are payable in USD or EURO by bank transfer or credit card.
- All rates above are valid until December 31, 2014.
- All reservations should be guaranteed by a credit card or a company letter.
- All guaranteed reservations should be cancelled in writing 24 hours prior to arrival or departure.



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**REQUEST FORM:**

Company name	
Contact person	
Phone No	
Fax No	
E-mail	

**TOURIST INFORMATION:**

Title	First Name	Surname	Date of birth	Passport N	Expire date	Nationality

**AIRPORT TRANSFER:**

Date	For arrival	For departure	Time	Flight No

**FAST TRACK:**

Date	To	Time	Flight No

**THE BOOKING IS GUARANTEED BY:**

Credit Card Type (Visa/MasterCard...)	Expire Date	Card No	Cardholders Full Name

**Cancellation terms:**

In the event of cancellation of an application to book tourist services by the sending party, the party undertakes to pay a fine according to the confirmation sent by the travel company.

Signature \_\_\_\_\_

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**FREQUENTLY ASKED QUESTIONS:**

***Q: How many people are allowed to participate for each exhibitor?***

A: Two. Due to the set up of the event it is not possible to fit three or more at the table (2 chairs for exhibitors and 2 chairs for buyers at each table).

***Q: Where and when will I get my badge?***

A: On the day of the event, at the Luxury Travel Mart reception desk, from 9:00.

***Q: Do I need an interpreter for the event?***

A: Most of the agents speak English, however - we'll have 10 interpreters at the event who will be happy to assist you if there are any communications problems.

***Q: How many brochures do I need to send for the event?***

A: 80-120 copies

***Q: Do I need to bring or send give-aways for the event?***

A: Yes, please do, they are always appreciated. Please keep in mind that mainly top managers and directors participate in the morning session.

***Q: Can I send the brochures in advance to the hotel?***

A: No, as the customs services in Azerbaijan are very strict – please bring all brochures with you as luggage. You may order a Fast-Track service, which more or less guarantees that you won't have problems at customs.

***Q: What's the dress code for the event?***

A: Business.

***Q: Can I invite my colleagues/friends from other hotels or DMC?***

A: No, as non-participating travel services providers are not allowed at the event due to possible conflicts of interest with other paying exhibitors. Security won't admit any non-participating hotels, DMC, etc. (except for airlines).

***Q: Can I invite my partners and clients from travel companies in the CIS?***

A: Yes, please do. They should register online at [www.luxurytravelmart.ru/ru](http://www.luxurytravelmart.ru/ru). Only registered guests are allowed to visit Luxury Travel Mart.

***Q: When will I get a list of the visitors?***

A: You will be able to see the visitors on your personal web-page of LTM. Please note that no hard copies (printed versions) of exhibitors info pack will be distributed – stay green, use less paper.

***Q: Can I use a laptop for presentations?***

A: Yes. For the morning session a power socket will be connected to all tables. However, for the evening session please make sure that your battery is full as a limited number of power sockets will be available. Please make sure that you have an adaptor (can be bought at any airport worldwide). Wi-Fi is available throughout the hotel, access cards can be bought at the reception of the hotel.

***Q: Can I use a banner in front of my table or behind it?***

A: No, as it might disturb other exhibitors. You may use and decorate only the space on your table, but no bulky and tall banners please, and it's strictly forbidden to stick anything on the walls of the hotel. If you do so, any charges for repairs will be invoiced to you.

***Q: Can I get another place instead of the one allocated on the floor plan?***

A: No, as the floor plan has been made in accordance with your registration and payment dates.

***Q: Is there a chance that I will have a no-show for the appointments?***

A: Yes, as the buyers are in their home city and we can't fine them for no-shows (except for hosted buyers).

***Q: Can I smoke at the event?***

A: No, all conference rooms will be non-smoking. You can smoke outside the hotel.