

# CASPIAN OIL & GAS AZERBAIJAN 2011



07 - 10 June 2011

Expo Centre & Hyatt Regency Hotel,  
Baku, Azerbaijan

18th International Caspian Oil &  
Gas Exhibition & Conference

## ACCOMMODATION & TRAVEL SERVICES MANUAL

ctms  
Corporate Travel Management Solutions  
The Connection, 198 High Holborn,  
London, WC1V 7BD  
Tel: +44 (0)20 7421 0001  
Fax: +44 (0)20 7117 4526  
Email: [exhibitor.uk@ctmstravel.com](mailto:exhibitor.uk@ctmstravel.com)

[www.ctms-exhibitions.com](http://www.ctms-exhibitions.com)

**ctms**  
BEYOND CORPORATE TRAVEL



## AN INTRODUCTION TO ctms

# ctms - CORPORATE TRAVEL MANAGEMENT SOLUTIONS

ctms has, for the last 16 years, been a leading provider of Travel Management Services to corporate clients throughout the world.

We attribute our success and strategic advantage in the market place to our dynamic customer driven approach – listening to our client's unique needs and requirements, understanding their particular travel service and convenience standards, and then using our existing technology, bargaining power and expertise to provide our clients with maximal value.

ctms offer its clients a host of services in order to ensure that every aspect of company travel is orchestrated according to the exact needs of each client and that we add value and contribute to the travel process in every organisation we work with.

### Our broad range of services include:

- Visa supports (invitations)
- Visa procurement
- Hotel accommodation
- Flight / train reservations
- Airport transfers
- Airport Meet & Greet
- Pre and post exhibition tours of Baku
- Meeting & Event Planning
- Travel Policy Management & Consulting
- Travel Expenditure Reporting & Analysis
- Private Air Charter
- VIP Services

## PAGE DETAILS

[Page 02-03](#): Important VISA information

[Page 04](#): VISA Support Order Form

[Page 05](#): Exhibition Venue & Hotel Location

[Page 06-08](#): Suggested Accommodation

[Page 09](#): Hotel Booking Form

[Page 10](#): Transfer Order

[Page 11-13](#): Booking Conditions

[Page 14](#): Terms & Conditions



## IMPORTANT VISA INFORMATION

### Before you can apply for your Azerbaijani visa you will need a visa support document

It can take up to 30 working days to obtain this important document only. Some Consulates take up to 15 working days to issue the visa — that makes a total of 45 working days. We cannot apply for your visa support document more than 45 days before your intended arrival date into Azerbaijan.

Often Azerbaijani Consulates in these countries want the original document (not a copy emailed or faxed to you) to support your application. This is couriered from Baku and may take 3 or 4 working days.

This leaves very little time for discussion, resolving of problems or misunderstandings of any sort and for payment to reach us before we apply for your visa support document — if there are any delays your trip will not go ahead.

### Who needs a visa?

Citizens of Russia and the CIS countries (except for Turkmenistan, Kyrgyzstan and Uzbekistan) do not need a visa to enter Azerbaijan. Everyone else needs a visa.

### How do I get my visa?

To apply for an Azerbaijani visa the Consulate needs the following documents:

- Visa Support Letter — VSL (also called an invitation)
- You will need one of these VSLs:
  - a) Invitation from an Azerbaijani company
  - b) Invitation from a foreign company based in Azerbaijan
  - c) Confirmation from a travel agency (local or Azerbaijani)
  - d) Hotel reservation confirmation — we will provide this one when you book your accommodation with us
  - e) Invitation from an Azerbaijani citizen, accompanied by a photocopy of his/her passport or national identification card
  - f) Flight confirmation (for transit passengers)
- Application form, fully completed and signed by the applicant (you can download this form from [http://www.azembassy.org.uk/ssi\\_eng/visa.pdf](http://www.azembassy.org.uk/ssi_eng/visa.pdf))
- Original passport (valid passport with one full blank page to affix the visa and must be valid for at least three months after the expiry date of the Azerbaijani visa applied for)
- One Passport-type photograph (taken within the last month; 45 mm high x 35 mm wide)

# CASPIAN OIL & GAS AZERBAIJAN 2011

18th International Caspian Oil & Gas Exhibition & Conference



Accommodation & Travel  
Services Manual

## IMPORTANT VISA INFORMATION (Continued from page 03)

Continued from page 02

### How do I get my VSL and how long does it take to get?

Please complete the application form below. Return it fully completed along with a clear colour-scanned copy of the information/photograph page of your passport.

Once we receive your VSL — usually within 5 working days of ordering (some “restricted” nationalities take longer — up to 21 working days and a higher fee is applicable) — we will email it to you.

### How long is my VSL and visa valid for?

Your visa support letter will be valid for exactly the number of days you book your accommodation for. Your visa will be issued with dates matching those on the VSL.

# Azerbaijan Visa Support Order Form

Please complete the form **in full** and return it to us **along with a clear colour-scanned copy of your passport's information page** (the one with your picture and signature)  
Please email this form to [visas.uk@ctmstravel.com](mailto:visas.uk@ctmstravel.com)

Please type or write clearly. A separate form should be completed for each visa required.

## 1 About You & Your Visit

Last Name

First Name

Middle Name

Sex

Male  Female

Date of Birth (dd-mm-yyyy)

Country of Birth

City of Birth

Have you been to Azerbaijan before? If yes, when?

Entry date to Azerbaijan

Exit date from Azerbaijan

Visa to be collected in which city/country?

List the cities to be visited during your stay in Azerbaijan

Country of Permanent Residence

## 2 Passport Information

Your passport must be valid for at least 6 months beyond your exit date from Azerbaijan.

Present Citizenship

Passport Number

Issued Date (dd-mm-yyyy)

Expiry Date (dd-mm-yyyy)

## 2 Place of Work

Company Name

Position

Phone

Email

Address (including country)

## 3 Type of Visa Support Required

<b>Tourist</b>	Single entry (valid 1 month)	<b>GBP 100</b> (12 working days) <input type="checkbox"/>
<b>Business</b>	Single entry (valid 1 month)	<b>GBP 120</b> (12 working days) <input type="checkbox"/>
	Double entry (valid 3 months)	<b>GBP 280</b> (12 working days) <input type="checkbox"/>
	Multiple entry (valid 12 months)	<b>GBP 340</b> (15 working days) <input type="checkbox"/>
<b>Express Service</b>	7 day turnaround, please add GBP 30	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Visa support rates vary according to nationality; these rates also change frequently. We will contact you upon receipt of your application should the rates shown not apply. ctms has no legal, commercial or organisational connection with the providers of these visa support documents or their rates.

Visa processing times are working days and start the day after your application has been forwarded to Baku.

## 4 Payment

Cardholder's Name (as it appears on the credit card) †

Cardholder's Telephone

Cardholder's Fax

Cardholder's Email

Cardholder's Billing Address †

Card Number

Expiry Date

/

Security Code\*

Card Type

Visa / MasterCard / Diners / Amex / Credit / Debit (delete as appropriate)

\* Last 3 digits on the signature box of your card, 4 for Amex † Mandatory fields.

## 5 Order an Entry Visa Support

Visa Support Fee

£

Processing Fee

£36.00

Total

£

Courier (incl. of VAT)

I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to ctms's terms & conditions (available on request).

**A 3% credit card surcharge applies** for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. Where rates were quoted in USD/EUR etc these are converted into GBP on the day of processing my order and a 3% internationally accepted currency fluctuation charge is applied.

Cardholders Signature\*

Date\*

\* Mandatory fields.

Continued overleaf...

# Azerbaijan Visa Support Order Form

Please complete the form [in full](#) and return it to us [along with a clear colour-scanned copy of your passport's information page](#) (the one with your picture and signature)  
Please email this form to [visas.uk@ctmslondon.co.uk](mailto:visas.uk@ctmslondon.co.uk)

If you prefer to pay by bank transfer please tick here

For pounds sterling (GBP) payments

**Account Name:** ctms Ltd

**Sort Code:** 20-06-05

**Account Number:** 60401382

**IBAN:** GB21BARC20060560401382

**SWIFT:** BARCGB22

For euro (EUR) payments

**Account Name:** ctms Ltd

**Sort Code:** 20-06-05

**Account Number:** 59819666

**IBAN:** GB16BARC20060559819666

**SWIFT:** BARCGB22

Please ensure payment reaches us without any deductions.

VAT applies on the service fee element of the visa rate to UK companies and EU companies unable to provide a VAT number.

VAT number *(required from EU companies / not applicable to UK companies)*

Please inform us once you have sent your bank transfer so we can watch for its arrival. **Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.**



# CASPIAN OIL & GAS AZERBAIJAN 2011

18th International Caspian Oil & Gas Exhibition & Conference

Accommodation & Travel  
Services Manual

## EXHIBITION VENUE & HOTEL LOCATIONS

There is a very high demand for hotel rooms in Baku, and in order to help exhibitors participating at the exhibition, ctms, where possible, has blocked space at various suitably located hotels. You are advised to book early to avoid disappointment.

### Important notice

Most hotels have a check-in time of 1400 so if you plan to arrive earlier than this you will need to reserve your room for the night before to ensure you have earlier access.

> Check-out time is usually 1200.



1. Exhibition Ground
2. Airport Hotel
3. Radisson Blu Plaza
4. Sultan Inn Boutique
5. Diplomat Hotel
6. Grand Hotel Europe
7. Hyatt Regency
8. Park Inn



CASPIAN  
OIL & GAS

# CASPIAN OIL & GAS AZERBAIJAN 2011

18th International Caspian Oil & Gas Exhibition & Conference

Accommodation & Travel  
Services Manual

## SUGGESTED ACCOMMODATION INCLUDES...

### Airport Hotel ★★★★★

**Room Rates:** Available on Application

Located at an excellent location at the Heydar Aliyev International Airport and only 25 minutes from Baku city centre. The Airport hotel offers today's business and leisure travellers reliability, friendly service and modern attractive facilities at excellent value.

All our 207 bedrooms including standard and executive rooms, junior suites and Presidential suite are fully air-conditioned with private facilities. They offer high speed internet access, tea/coffee making facilities, iron/ironing board, hair dryer, direct dial telephone, flat screen TV, in-house movies and 24 hour room service. Comprising eight conventions and meeting rooms with a total area of 388 sqm and incorporating the very latest audio visual technology, Airport hotel has the convenience and flexibility to cater a seminar for 10 people through to a wedding or themed function up to 650 guests..

**Cancellation Policy:** Available on Application

### Address:

Heydar Aliyev International Airport,  
AZ1044, Baku, Azerbaijan

Tel.: +994 12 437 4949



### Radisson Blu Plaza ★★★★★

**Room Rates:** Available on Application

Situated on Fountain Square in the heart of the city centre, the Radisson Blu Plaza Hotel, Baku gives guests instant access to businesses, restaurants, entertainment and cultural events. With a top-floor location in the ISR Plaza Business Centre, this all-suite hotel treats guests to breathtaking views from 17 floors above the Caspian Sea and beautiful Baku. Built on a crescent-shaped bay, the capital city of Baku stands as the largest and most exciting city in Azerbaijan. Just minutes from the hotel, guests can tour the Old City, Shirvanshah Palace, and Baku Boulevard, exploring authentic carpet shops, antique shops and the shores of the Caspian Sea. The hotel staff offers Baku travel guides and good advice for enjoying all the ancient city has to offer.

This Baku hotel offers Free high-speed Internet access for guests and meeting delegates.

**Cancellation Policy:** Available on Application

### Address:

69 Nizami Street  
AZ1005 Baku Azerbaijan

Tel: +994 12 498 2402  
Fax: +994 12 497 2451





## SUGGESTED ACCOMMODATION INCLUDES...

### Sultan Inn Boutique ★★★★★

**Room Rates:** Available on Application

The Sultan Inn Boutique Hotel is a stunningly designed hotel which was conceived out of a desire to provide a distinctive service in the Hotel industry never before seen in Azerbaijan.

The Hotels eclectic style reflects Azerbaijani elegance with modern touches in every corner. With its genuine ambiance- the Sultan Inn Boutique Hotel is truly a small palace with modern hotel facilities. Our Hotel has an outstanding variety of cuisine derived anywhere from traditional Mediterranean to Azerbaijani dishes. Nuans Restaurant Group offers three discernable settings within the hotel to enjoy your meals; The House of Sultans- with its interior design authentic to the oriental luxury enjoyed by most Sultans; the open-air atmosphere at the Q-Bar- the best Terrace open-air environment in town; or the Terrace Garden Floor 3 Restaurant where you can enjoy the view of Baku's most historic site; the Maidens Tower.

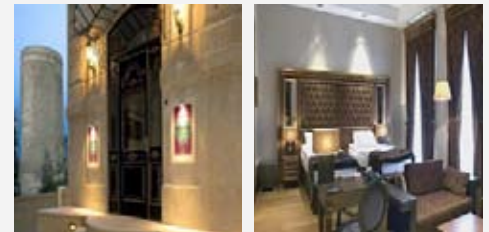
We offer our guests eleven luxurious non-smoking guest rooms with individual air conditioning- fireplace- satellite TV- high speed wireless Internet access- Mini-bar- and in-room electronic safes. Our rooms also feature specialized bathroom amenities- hair dryers- and direct dial phones. Our concierge will assist our guests with 24 hour personalized service from anything including secretarial services to sightseeing opportunities.

Cancellation Policy: Available on Application

### Address:

20, Boyuk Gala,  
Icheir Sheher  
Baku AZ1000, Azerbaijan

Tel: +994-12-4372308  
Fax: +994-12-4372311



### Diplomat Hotel ★★

**Single Room:** Available on Application

The newly constructed, traditional styled 3 star plus Diplomat Hotel, Baku is situated in the heart of business, entertainment and historical centre of Baku and is offering you the famed Azeri hospitality. A 9-storey, 24-room boutique property, the Diplomat is only steps from the Republic Palace and the National Bank of Azerbaijan. The pedestrianised fashionable Targovi and the Fountain Square, the historic Inner City as well as the major culture, art, business centres and embassies are only minutes away.

The Diplomat Hotel has 24 modern rooms, including 3 suites and 4 non-smoking rooms, all fully furnished to emphasise comfort with a warm atmosphere. Guest room features: individually controlled air-conditioning and heating, private bath & shower, touch tone telephone, remote-controlled satellite TV, complimentary internet connectivity through wired internet, fully-stocked minibar, complimentary turndown, work desk, double glazed windows that open, clock room, inroom safe, hairdryer and upgraded amenities (shoe mitt, sewing kit, etc.)

Cancellation Policy: Available on Application

### Address:

185 Suleyman Rahimov Street,  
Baku AZ 1014, Azerbaijan

Tel: +994 -12- 5961127/8  
Fax: +(994-12-5961128





# CASPIAN OIL & GAS AZERBAIJAN 2011

18th International Caspian Oil & Gas Exhibition & Conference

Accommodation & Travel  
Services Manual

## SUGGESTED ACCOMMODATION INCLUDES...

### Grand Hotel Europe ★★★★★

**Room Rates:** Available on Application

The Grand Hotel Europe is located in the heart of Baku and offers first class accommodation and services. This luxury hotel is ideally situated within minutes of all major business and government offices of the capital and next door to the International Exhibition Center. Situated atop a prominent ridge overlooking Baku and the Caspian Sea, it is a truly grand hotel with our architectural mix of contemporary design and ancient themes that collaborate to create a unique style.

The hotel offers 94 spacious and tastefully decorated Deluxe Guest Rooms and Suites, most of them having a marvellous view of the Caspian Sea. All rooms have individually controlled air conditioning, colour satellite TV, hairdryer, direct-dial international telephone, private safe, minibar and Internet connection.

Amenities include the hotel's Caspian Bar, Caviar Restaurant, Le Chevalier Night Club, Olympus Health Club & Spa, business center, banqueting facilities, and outdoor and indoor swimming pools.

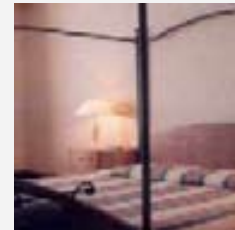
**Cancellation Policy:** Available on Application

### Address:

1025-1030 Tbilisi Ave.  
Baku, 370078, Azerbaijan

Tel.: +994 12 907-090

Fax: +994 12 907-096



### Hyatt Regency ★★★★★

**Room Rates:** Available on Application

The Hyatt Regency Baku hotel is a world-class hotel, conveniently located on Bakikhanov Street, just a five-minute drive from Baku city centre with its shopping, dining and entertainment.

Our hotel in Baku is only ten minutes from the Baku Exhibition Centre and the government offices. Baku Airport is within 35 minutes of the hotel.

Opened in 1995. 4 floors. All floors accessible by elevator. 160 rooms: 115 doubles, 30 twins, 15 suites. All rooms feature private bathroom, hair-dryer, air conditioner, color satellite TV, international direct-dial telephone, mini-bar. 24-hour room service.

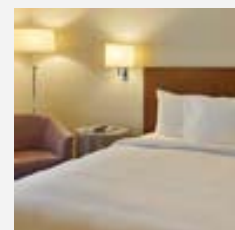
**Cancellation Policy:** Available on Application

### Address:

1 Bakikhanov, AZ1065,  
Baku, Azerbaijan

Tel.: +994 12 496 1234

Fax: +994 12 496 1235





CASPIAN  
OIL & GAS

# CASPIAN OIL & GAS AZERBAIJAN 2011

18th International Caspian Oil & Gas Exhibition & Conference

Accommodation & Travel  
Services Manual

## SUGGESTED ACCOMMODATION INCLUDES...

Park Inn ★★★★★

Address:

**Single Room:** Available on Application

Park Inn Azerbaijan is located near the harbor of the Caspian Sea in the centre of Baku. It is nestled in the heart of the business and entertainment district and within walking distance of the main shopping area. The hotel offers 248 newly refurbished guestrooms that come with fantastic, panoramic views of either the Caspian Sea or the city of Baku.

All rooms are equipped with a safety box, hairdryer, comfortable working desk, direct dial telephone, minibar and tea/coffee making facilities. Wireless internet/WiFi and satellite TV are available in all guest rooms as well.

Cancellation Policy: Available on Application

1 Azadlig Avenue  
Baku AZ1000, Azerbaijan

Tel.: +994 12 490 6000

Fax: +994 12 496 8900





Please type or write clearly.

**Exhibition Name**

## 1 Personal Details

**Lead Passenger's Name** (as it appears in passport)

**Accompanying Person's Name** (if sharing)

**Mobile Phone Number** (for driver)

\*Mandatory fields

## 2 Flight Details

I am confirming my individual transfer requirements as follows.

**Arrival details**

Flight No.	<input type="text"/>	Date	<input type="text"/>
From	<input type="text"/>	To	<input type="text"/>
Arrival time	<input type="text"/>	To (Drop off point)	<input type="text"/>

**Departure details**

Flight No.	<input type="text"/>	Date	<input type="text"/>
From	<input type="text"/>	To	<input type="text"/>
Departure time	<input type="text"/>	From (Pick up point)	<input type="text"/>

**Car Type**

Standard	<input type="checkbox"/>	Luxury	<input type="checkbox"/>
Mini-bus	<input type="checkbox"/>	Number of seats required (Mini bus only)	<input type="text"/>

Meeting text

**Please indicate whether you have any special requirements**

## 3 Payment

Please provide your credit card details to confirm your reservation. Your booking cannot be accepted without these details. **All sections must be completed.**

Please debit my Visa / MasterCard / Amex (delete as appropriate)

**Card Number**

**Expiry Date**  /  **Security Code\***

**Cardholder's Name** (as it appears on the credit card) †

**Cardholder's Address** †

**Signature**†

**Date**

\* Last 3 digits on the signature box of your card, 4 for Amex † Mandatory fields.

If you prefer to pay by bank transfer please tick here

For pounds sterling (GBP) payments	For euro (EUR) payments
<b>Account Name:</b> ctms Ltd	ctms Ltd
<b>Sort Code:</b> 20-06-05	20-06-05
<b>Account Number:</b> 60401382	59819666
<b>IBAN:</b> GB21BARC20060560401382	GB16BARC20060559819666
<b>SWIFT:</b> BARCGB22	BARCGB22

Please ensure payment reaches us without any deductions.

VAT applies on the service fee element of the hotel rate to UK companies and EU Companies unable to provide a VAT number.

VAT number (required from EU companies only / not applicable to UK companies)

## 4 Transfer Booking Conditions

Reservations can only be accepted if you have previously booked, or are booking simultaneously, your hotel accommodation.

**A) Confirmation of Reservation**

When your request form has been received, ctms will send an email to you confirming your reservation.

**B) Availability**

All booking requests are subject to availability.

**C) Changes**

Any changes should be made in writing to ctms. Changes must not be made directly with the supplier. An amended transfer confirmation will be sent to you to confirm that the change has been made. Any amendments to arrival transfers that are made within 1 week of arrival cannot be guaranteed.

**D) Cancellations**

Cancellations must be made in writing to ctms. Verbal cancellations are not acceptable. Cancellations may incur the payment of the full cost of your transfer(s).

**E) Non-arrivals/No-shows**

If you do not arrive on the date previously advised your transfer(s) will be subject to the same charge applied to cancellations.

**IMPORTANT:** If for some reason you are unable to locate the driver or are unhappy with the services received, you must contact the supplier (detailed on your voucher) immediately. Do not arrange alternative transportation first; it is almost impossible for us to investigate and we can not guarantee any potential compensation/refund.

**F) Waiting time**

Waiting time at airport is free of charge for 2 hours. Upon expiration of this time the driver is entitled to leave the airport without further notice. If you are delayed at immigration or customs, for example, please contact the supplier so the driver can be informed. Additional waiting time shall be billed at standard hourly rates. On departure free waiting time is 30 minutes, all additional waiting time is charged at an hourly rate and will be billed to you additionally.

**G) Booking Fee**

ctms charge a GBP20+VAT administration fee for all transfers reservations made (either one-way or return). This fee is not refundable.

**H) Credit Card Charges**

The card services provider makes a charge for making payment by credit card. This is currently 3%. Debit cards or payment by bank transfer, bank draft or cheque do not incur this fee.

**I) Signature**

By signing this form I, declare to accept the hotel booking conditions as well as the cancellation policy. Full T&Cs available on request.

**Signature\***

**Date\***

<input type="text"/>	<input type="text"/>
----------------------	----------------------

\* Mandatory fields.



## BOOKING CONDITIONS (1/3)

These conditions and the information in this brochure, or web site, and relevant inserts form the basis of an agreement between you and the person(s) on whose behalf you book ("the client") and Corporate Travel Management Solutions Ltd., also known as ctms ("the Company").

Please note that the terms of this agreement vary dependent upon whether the Client purchases "travel" or "other travel arrangements". "Travel" is a combination of at least 2 of travel (excluding transfers), accommodation or other component which forms a significant part of arrangements purchased by the Client from the Company, provided that the combination is booked at the same time and full payment is made direct to the Company. Anything else will constitute "other travel arrangements".

1. When requesting a booking to be confirmed the client must sign the Booking form accepting these conditions and the other information given to him by the Company to form part of the agreement.

2. No contract exists between the Company and the Client until the Company's confirmation accepting the Client's booking request has been dispatched to the Client or his travel agent. Confirmation will not take place until the Company can confirm all components in the clients requested itinerary. The Company reserves the right to offer suitable alternatives if any component of the Client's requested itinerary is not available. No variation of these conditions shall form part of any contract between the Company and the Client, unless confirmed in writing by the Company to the person signing the booking form. Any money paid by the client to a travel agent in respect of a booking with the Company and held by the agent in respect of a booking with the Company and held by the agent is held on behalf of the Client until the Company dispatches to the Client confirmation of his booking. Thereafter, any money held by the travel agent in respect of the booking is held on behalf of the Company.

3. The Booking form must be accompanied by full payment together with the administration charge (also referred to as booking fee or service fee). The administration fee is non-refundable.

4. (a) The Company reserves the right in any circumstances to cancel the Client's travel arrangements more than 4 weeks before departure, in which case the client shall be informed as soon as possible and shall be offered alternative arrangements, if available. The Company shall cancel the travel within 4 weeks of departure only for reasons beyond the control of the Company, or should the Company not receive from the Client the balance of the travel payments. Reasons beyond the control of the Company constitute Force Majeure events, which are defined as unusual and unforeseeable circumstances beyond the Company's

control, the consequences of which could not be avoided even if all due care has been exercised, such as war, threat of war, riots, civil strike, industrial dispute, terrorist activities, natural and nuclear disaster, fire or adverse weather conditions or other similar events beyond the Company's control. Should travel arrangements be cancelled for any reason, including those above, the Company will not refund to the Client any monies paid by the Client to the Company, where the Company has had to pay its supplier and is unable to obtain a refund from them.

On occasion we may need to cancel your booking (such as due to a cancellation by our supplier). We will take reasonable steps to avoid having to cancel your booking. If we are to cancel your booking we will notify you and we will provide a full refund.

The Company will have no other legal liability whatsoever, and, in particular, no liability to compensate the Client for loss of opportunity to travel.

4 (b) This brochure, or web site, and relevant inserts were prepared many months in advance of your travel. As a result changes to travel arrangements are possible. First, the Company reserves the right to change any service, facility or price described in this brochure, or web site, and relevant inserts before the Client books. In this case the Client will be advised of relevant changes before his booking is accepted. Second, the Company reserves the right to change the Client's travel arrangements after the booking has been confirmed. A change may be "major" or "minor". A major change is a change of UK departure airport to one less convenient to the Client, a change of departure time by more than 12 hours (except a flight delay), or a change of accommodation to a lower grade than that booked. All other changes are minor. If there is a minor change to travel arrangements, the Company is under no obligation to notify the Client, nor to compensate the Client. However, in practice, the Company will endeavour to notify the Client of the change. If there is a major change to travel arrangements, the Client will be offered the choice of alternative arrangements, if available, or a full and prompt refund of all money paid. If the Client chooses the alternative arrangements and they are more expensive than the travel originally booked, the Client must pay the difference, but, if they are cheaper, the Client will receive an appropriate refund.

5. After acceptance of the booking, if the Client cancels his arrangements, or does not take the flight booked, or does not arrive at his hotel on the expected date, or does not pay the balance of the travel price by the prescribed time, the Company (or supplier) may cancel the booking whereupon the Client will be liable to pay to the Company (or supplier) cancellation charges in accordance with the following scale:

Period before departure within which written cancellation is received	Cancellation charges as % of total price
More than 50 days	10%
49-31 days	50%
Less than 30 days	100%

NB. Certain special fare air tickets and other services, such as hotel bookings during exhibition and other busy periods, are subject to different cancellation charges, in which case the Client will be informed at the time of booking, or it will be made clear in the brochure or web site. All cancellations from Clients must be sent in writing to the Company by recorded delivery and are only effective from the date of receipt.

6. If the Company consents in writing to a Client's request for any amendment of a confirmed booking, the following scale of alteration charges will apply:

Alteration made more than 50 days before	£25
49-31 days	10% of the total travel cost
30-15 days	25% of the total travel cost
14-1 day	50% of the total travel cost
Day of departure	100% of the total travel cost

NB. Certain special fare air tickets and other services, such as hotel bookings during exhibition and other busy periods, are subject to different cancellation charges, in which case the Client will be informed at the time of booking, or it will be made clear in the brochure or web site. All cancellations from Clients must be sent in writing to the Company by recorded delivery and are only effective from the date of receipt.

7. Sub-clauses (a) – (e) below apply in respect of travel. Sub-clauses (f) applies in respect of other travel arrangements.

7. (a) Subject to clauses 8. (c) and 8. (d) below where the Client does not suffer personal injury or death, the Company accepts liability should any part of the Travel arrangements which the Client books with the Company not be supplied as described, and not be



## BOOKING CONDITIONS (2/3)

of a standard considered reasonable for the country being visited, in such a case, the Company will pay the Client reasonable compensation.

7. (b) Subject to clauses 8. (c) and 8. (d) below where the Client suffers personal injury or death as a result of an activity forming part of the travel arrangements, the Company accepts limited responsibility.

7. (c) The Company's acceptances of liability in Clauses 7. (a) and 7. (b) do not apply where there has been no fault on the part of the Company or its suppliers and the cause of the deficient travel arrangements or death or personal injury is the Client's own fault, the actions of someone unconnected with the Client's travel arrangements or one which the Company or its suppliers could not have anticipated or avoided, even with the exercise of all due care. Further the Company's acceptance of liability is subject to assignment by the Client to the Company of all the Client's rights against any agent or supplier of the Company, or any sub-contractor to such agent or supplier, who is in any way responsible for the deficient travel arrangements or for the Client's death or personal injury.

7. (d) The Company's acceptance of liability to pay compensation pursuant to Clauses 7. (a) and 7. (b) is limited in accordance with international conventions governing air, sea, rail and road transport, copies of which are available for purchase through the International Civil Aviation Organisation on +44 (0)161 499 0023 or for download at <http://www.jus.uio.no/lm/air.carriage.unification.convention.montreal.1999/doc>. Additionally, the Company's products offered for sale are provided by carriers, hotel keepers, car hire companies and other parties who have their own booking conditions of carriage and business and over whom we may have no direct control. Their booking conditions may strictly limit the circumstances in which compensation is payable to you by them and you agree to be bound by their booking conditions. Copies of their booking conditions are available on request. Please allow at least 28 days for the provision of such information.

Our liability is limited to a maximum of twice the price of the services that you have booked attributable to the person affected even if the actual loss you suffer is more than that. This maximum applies where everything possible has gone wrong and you prove that no benefit or enjoyment has been obtained.

7. (e) Where the Client suffers any accidental illness, personal injury or death as a result of any activity not part of the travel arrangements made by the Company, the Company shall provide prompt advice and assistance. Where the personal injury, illness or death is the responsibility of a third party, excluding any supplier of any component part of the travel arrangements booked with the Company, the Company's advice

and assistance will include financial assistance, at the Company's discretion and where appropriate, up to a maximum of £1,000 for the Client and any other person in the Client's party, to assist with the bringing of legal proceedings against such third party and you must repay this if you are successful in any claim against the person responsible. You must notify us in writing of the steps that you intend to take against the person responsible within 90 days of the relevant occurrence and obtain our written approval which will not be unreasonably withheld.

7. (f) As regards other travel arrangements, the Company acts only as a booking agent and has no liability whatsoever for any aspect of the arrangements made, and, in particular, has no liability for any death, personal injury or loss of whatever nature the Client may suffer.

8. Quotations, information and timetables provided by the Company to the Client are compiled in good faith, and are based on schedules, tariffs, prices, advance information and current exchange rates. Prices of travel are subject to change without notice until a confirmation as been issued by the Company to the Client. The prices of other travel arrangements, and the prices of travel after confirmation, are subject to change only in accordance with the terms of clause 9.

9. The price of other travel arrangements is subject at any time. The price of travel is subject to surcharges on the following items for increases in: transportation costs, e.g. fuel, scheduled airfares, and any other airline surcharges which are part of the contract between airlines (and their agents) and the Company. Government action such as increases in VAT or any other Government imposed increases, currency in relation to adverse exchange rate variations. In the case of favourable currency fluctuations the Company reserves the right to keep prices the same.

Where surcharges are applied, the Company will absorb an amount equivalent to 2% of the travel price which excludes any amendment charges. Only amounts in excess of 2% will be surcharged but where a surcharge is payable there will be an administration charge of £1 together with an amount to cover agent's commission. In no event will a surcharge be imposed within 10 days of departure.

If a surcharge on travel means paying more than 20% of the travel price the Client will be entitled to cancel his travel with a full refund of all money paid, except for any amendment charges and any money Company has paid out to its suppliers and has been unable to obtain a refund. Should the Client decide to cancel because of this, he must exercise his right to do so within 14 days from the issue date printed on the surcharge invoice. The exchange rates used to calculate prices are taken from [www.xe.com](http://www.xe.com).

10. At the time of going to press a visa is required to enter certain countries featured by the Company. Confirmation of the Client's booking does not guarantee the granting of such a visa nor does the visa, if granted, guarantee entry to the country concerned. The grant of a visa and/or permission to enter a country are exclusively within the domain of the relevant authority and are not matters for which the Company has, or accepts, any contractual responsibilities or liabilities. It is the Client's responsibility to make the necessary applications and to comply with any rules or regulations governing entry to a relevant country. If a visa is not obtained by the Client, cancellation charges in accordance with the scale set out in Clause 5. will apply. In addition, the Company will not accept liability or consider a refund in cases when the Client is unable to travel due to an invalid or mislaid visa or passport.

11. As a condition of booking, it is the Client's responsibility to take out travel insurance and to make sure they have adequate cover.

12. As between the Client and airlines, railways, coach or shipping companies, the conditions of carriage of the relevant airline, railway, coach or shipping company will apply. Some of these conditions of carriage may limit or exclude liability and are often the subject of international agreements between countries. Copies of these conditions, where applicable, may be available for inspection at the offices of the Company or at the carrier concerned.

13. Flight times are provided by airlines and are subject to air traffic control measures. All methods of transportation are subject to weather conditions and the need for constant maintenance, and the ability of passengers to check in on time. While the vast majority of methods of transportation do depart on time, delays can occur and there is no guarantee that flights, ferries, ships, trains or coaches will depart at the time stated by the Company to the Client or on the ticket sent to the Client. The timings are estimates only and the Company does not have any liability to you for any delay which may arise. Where such delays arise the Company will not be liable for additional refreshments or appropriate meals, although in the cases of international flights the carrier, where possible, may provide refreshments and take further appropriate action. We suggest you check your travel insurance for possible cover for these events.

14. The information the Company provides is based on the information provided by the hotels, air, cruise and other travel products displayed in the brochure or on our web-site. For this reason the suppliers remain responsible for the correctness of this information. We therefore cannot guarantee that all the information is accurate and faultless, nor can we be held responsible for errors or inaccuracies in the supplied information. You should always check the provided information,



CASPIAN  
OIL & GAS

# CASPIAN OIL & GAS AZERBAIJAN 2011

18th International Caspian Oil & Gas Exhibition & Conference

Accommodation & Travel  
Services Manual

## BOOKING CONDITIONS (3/3)

before acting on the basis of the supplied information. Inclusion or offering for sale any of the products or services in this brochure, or web site does not constitute any endorsement or recommendation of such products or services by the Company. The Company and its suppliers hereby disclaim all warranties, terms and conditions with regard to this information, products and services including all applied warranties, and conditions, of suitable quality, fitness for purpose.

15. The Company reserves the right in its absolute discretion to terminate the travel arrangements of any Client whose behaviour is such that it is likely in the opinion of the Company to cause distress, damage, annoyance or danger to the employees or property of the Company or any third party.

If a Client is prevented from travelling on an aircraft, or staying in a hotel, because in the opinion of any person in authority at the airport or hotel (including, for example, the police, pilot, hotel manager, or security personnel) the Client appears by reason of intoxicating liquor, or misuse of drugs, or for any other reason, either to be unfit to travel or likely to cause discomfort or disturbance to other passengers or hotel guests, the Company responsibility for the Client's journey or travel, including any return flight, or other travel services arranged, thereupon ceases. Full cancellation charges then apply and no refunds will be given. Furthermore the Company is then under no obligation whatsoever for compensation or costs the Client may incur in respect of, or as a result of, alternative arrangements the Client may make.

16. No claim will be entertained by the Company arising from the loss or confiscation of items from the Client by any authority, whether arising from a breach of laws or regulations of the relevant country, or otherwise.

17. In the unlikely event that the client has complaints about the accommodation or any other service provided by the Company, this should be reported to the relevant supplier so that steps can be taken to resolve the matter locally. Further, written evidence of any complaint should be obtained in the resort. Failure to comply with these requirements will substantially affect the client's legal rights. In particular, any entitlement which the Client would otherwise have to compensation may be extinguished or reduced. On return home the Client should follow up the complaint within 28 days of arrival, stating clearly all relevant travel details to enable the Company to identify and fully respond to the Client's complaint. The Company will not consider any claims outside this period.

18. Although most travel, including travel to international destinations, is completed without incident, travel to certain destinations may involve greater risk than others. The Company urges passengers to review

any travel prohibitions, warnings, announcements and advisories issued by The Foreign and Commonwealth Office Travel Advice Unit prior to booking travel to international destinations. Information on conditions in various countries and the level of risk associated with travel to particular international destinations can be found on the FCO's website currently located at <http://www.fco.gov.uk/travel>; or BBC Ceefax. Online medical advice for travelers can be found at the Department of Health's website currently located at <http://www.doh.gov.uk>. Otherwise, for medical advice regarding your journey, please contact your GP or the Department of Health. By offering for sale a particular international destination the Company does not represent or warrant that travel to such points is advisable or without risk and, is not liable for damages or losses that may result from travel to such destinations.

19. The Client agrees that in any action arising out of, or in connection with, this contract, English Law will govern and exclusive jurisdiction is conferred on English Courts, subject only to the permissible arbitration set out above.

ctms  
BEYOND CORPORATE TRAVEL