

WELCOME

Congratulations, we're delighted that you'll be joining us for the third edition of Do Not Disturb! We're looking forward to redefining private travel with you and sharing this unique marketplace together at the exquisite Borgo Egnazia.

To assist you, we've prepared this guide with all the information you'll need to meet us in Puglia this month!

If you have any questions, please feel free to reach out to us directly.



HEADLINE PARTNER



KEY DATES

Now	Book your flights and apply for your visa (if required)
Now	Settle any outstanding balances
Now	Notify us of any dietary requirements
28 Sep - 11 Oct	Select your appointment preferences
17 Oct	Download your appointment diary
Before 20 Oct	Apply for one of our Pre or Post Tours
13 Nov	Arrive in Puglia
17 Nov	Depart Puglia

AGENDA

13 November	From 14:00 - DND Badge Collection
	From 16:00 - Hotel Check-in
	18:00 - Welcome Drinks & Opening Dinner
14 November	From 06:30 - Coffee
	From 07:00 - Morning Activities: yoga, cycle, hike/walk, padel
	From 07:00 - Breakfast
	08:15 - Sunrise Discussion by Aldo Melpignano Borgo Egnazia
	09:20 - Appointments
	10:20 - Coffee Break
	10:40 - Appointments
	11:30 - Lunch Excursion
	15:30 - Appointments
	16:30 - Coffee Break
	16:50 - Appointments
	19:00 - Dinner
15 November	From 06:30 - Coffee Break
	From 07:00 - Morning Activities: yoga, cycle, hike/walk, padel
	From 07:00 - Breakfast
	08:15 - Sunrise Discussion by Melody van der Merwe WEEVA
	09:20 - Appointments
	10:20 - Coffee Break
	10:40 - Appointments
	11:30 - Lunch Excursion
	15:30 - Appointments
	16:30 - Coffee Break
	16:50 - Appointments
	20:00 - Dinner
16 November	From 06:30 - Coffee
	From 07:00 - Morning Activities: yoga, cycle, hike/walk, padel
	From 07:00 - Breakfast
	08:15 - Sunrise Discussion by Patrizio Ziggiotti Save the Olives
	09:20 - Appointments
	10:20 - Coffee Break

10:40 - Appointments
11:30 - Lunch Excursion
15:30 - Appointments
16:30 - Coffee Break
16:50 - Appointments
20:00 - Dinner & Secret Garden Closing Party

17 November From 06:00 - All Day Departures
From 07:00 - Breakfast



MEETINGS

Do Not Disturb's online appointment system has pre-arranged up to 30 of the most business-effective meetings, each lasting 20 minutes, with the leading exhibitors and buyers in private travel. How the matching works:



CREATE
A PROFILE



CHOOSE YOUR
APPOINTMENTS



MATCHMAKING
PROCESS



ONLINE
DIARY OPENS



APPOINTMENT
PDF RECEIVED

PHASE 1: PROFILES CREATED ON OUR SYSTEM
BY 18 SEPTEMBER 2023

This is done for you using the information you provided when registering.

PHASE 2: APPOINTMENT PREFERENCES

28 SEPTEMBER – 11 OCTOBER 2023

This is where you will have access to key information on the Exhibitors attending the show and is where you will be able to select 76 preferences based on those Exhibitors you most want to meet with.

NEXT: WE DO THE MATCHMAKING

12 OCTOBER – 16 OCTOBER

Once Phase 2 closes, we run a matching algorithm to generate appointments.

PHASE 3: ONLINE DIARY OPENS

17 OCTOBER 2023

You will be sent your online diary where you'll be able to see those appointments that resulted from our matching algorithm and where you'll be able to request meetings in any empty slots with Exhibitors who are also available in those time slots.

Be sure to keep logging in during this phase to accept/decline any requests. If you have any queries or issues with your diary, please contact the team as soon as possible for assistance.

MISSED MEETINGS

IMPORTANT: Do Not Disturb takes the issue of missed meetings very seriously, whether by Exhibitors, Buyers or Press. Unless you are able to provide a sufficient and relevant explanation for your absence, missing even one meeting may compromise your and your company's ability to participate in Do Not Disturb or in any This is Beyond event in the future. All missed appointments are recorded and monitored tightly – we ask that you report every missed appointment via the relevant online form provided closer to the show, which can be emailed to donotdisturb@thisisbeyond.com.



VENUE

Situated far down in the heel of Italy in picturesque Puglia, a region known for its rustic villages, secluded beaches and fabulous cuisine, is the award-winning, architectural masterpiece of Borgo Egnazia.

FULL ADDRESS

Borgo Egnazia
Strada Comunale Egnazia
Savelletri di Fasano
Puglia, Italy 72015



HEADLINE PARTNER



TRAVEL

Please note: transfers to and from Borgo Egnazia are not included

AIRPORTS

Bari (tel. 080.5835204) 55km distance, about 45 min by car.

Brindisi (tel. 0831.411711) 50km distance, about 30 min by car.

BY TRAIN

The nearest railway station is at Fasano, about 5km away from Borgo Egnazia on the route Lecce-Bari-Roma-Bologna.

BY CAR

From the motorway SS16 Bari-Brindisi take the exit Savelletri/ Stazione di Fasano. After 2km, follow the yellow signs pointing to Borgo Egnazia and San Domenico Golf.

Borgo Egnazia offer transfers to and from Bari and Brindisi airports, below are the options available:

- Transfer from/to Bari airport by E class, Mercedes car (maximum 2 medium luggage): € 160,00 each way
- Transfer from/to Bari airport by Viano, Mercedes minivan: approx. € 170,00 each way
- Transfer from/to Bari airport by S class, Mercedes car(maximum 2 medium luggage): € 250,00 each way
- Transfer from/to Brindisi airport by E class, Mercedes car (maximum 2 medium luggage): € 160,00 each way
- Transfer from/to Brindisi airport by Viano, Mercedes minivan: approx. € 170,00 each way
- Transfer from/to Brindisi airport by S class, Mercedes car (maximum 2 medium luggage): € 250,00 each way

A 20% surcharge will be applied to all rates if the services are carried out between 10:00 pm. and 07:00 am. Cancellation without penalty is possible up to 3 hours before the scheduled time of departure of the transfer.

Please advise the Transportation Office if you would like to share a transfer by the 4th of November. If there are other delegates arriving / departing at a similar time, they will assign you to a group transfer at a reduced rate that you will need to settle directly with the hotel.

To arrange your transfer, please email the Transportation Office on transportation@borgoegnazia.com
(Make sure to reference Do Not Disturb and the dates in your email).

VISA

Participants are responsible for all their own travel arrangements, including securing any visas necessary to enter Italy.

If you require a visa letter, please contact aaron@thisisbeyond.com before 15 September 2023.

IMPORTANT: Neither Do Not Disturb nor its agents shall be required to assist the participant to obtain any documents necessary for entry into Italy, including visa and visa letters. It is the sole responsibility of the participant to check if they can be granted a visa by the relevant authorities; to check that they allow sufficient lead-time to receive the visa; and to check that their passport has sufficient validity time and enough stamp-free pages to receive the visa.

TRAVEL INSURANCE

We recommend that you obtain comprehensive travel and medical insurance before travelling. You should check any exclusion and that your policy covers you for all the activities you want to undertake in Italy.

ACCOMMODATION

Your participation fee includes four nights' accommodation from Monday 13 November (check in from 16h00) until Friday 17 November (check out at 11h00).

All participants will be staying in hotel rooms at Borgo Egnazia or at Masseria San Domenico (LHW) – which is a 10 minute drive or 18 minute bicycle ride from Borgo Egnazia.

Please notify us of any **dietary requirements** as soon as possible, email aaron@thisisbeyond.com

EXTENDING YOUR STAY

If you'd like to arrive before the official start date of DND (13 November) or stay a few days after the event ends (17 November), please reach out to Rebecca at rebecca@thisisbeyond.com

Please note: Borgo Egnazia has another exclusive event until midday on 12 November 2023. If you'd like to arrive early for Do Not Disturb, the earliest Borgo Egnazia can accommodate you is 2pm on Sunday 12 November 2023.



EXHIBITING GUIDES

GENERAL GUIDELINES

You've been selected to exhibit at Do Not Disturb because you are a leader in private travel. Follow these guidelines and make sure your show experience is seamless.

- Keep your stand neat and tidy at all times
- Avoid eating at your stand where possible, as this does not look appealing to visitors
- Do not leave your stand unattended, as this might lead you to miss appointments
- Please arrive at your stand on time
- Make sure you wear your exhibitor badge and security bracelet at all times to allow for easy access to the venue
- Please be courteous to Buyers and other Exhibitors participating in the show at all times, as your attitude will reflect on the perception of your company

PLEASE NOTE: All efforts to advertise, demonstrate and operate an exhibition must be conducted so as not to infringe on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. Do Not Disturb management and Borgo Egnazia reserves the right to limit and/or restrict operations, which, for any reason, might be considered objectionable, without any liability for refund and/or damage.

PUBLIC LIABILITY INSURANCE

ASSUMPTION OF RISK FOR EXHIBITORS AND COMPULSORY THIRD PARTY/PUBLIC LIABILITY INSURANCE

It should be understood by the Exhibitor that the nature of the facilities available, presence and circulation of large numbers of people, difficulty of effective supervision over the protection of large numbers of removable articles in stands and various other factors make it reasonable that each Exhibitor shall assume the risk of any injury, loss and/or damage to themselves or a third party. It is a requirement for Do Not Disturb exhibitors and sub-exhibitors to have a public liability insurance cover for a minimum of Euro 10 million valid in Italy for the duration of the show.

Unless you have asked us otherwise, Do Not Disturb has automatically added a Public Liability administration fee of Euro 400 to your invoice in order to ensure that you are added to the insurance policy of the show and therefore correctly covered.

This Public Liability Insurance will cover you if you or your business operation accidentally injures someone. It will also cover you if you damage third party property while at the venue during the course of the event.

If you have any questions regarding the Public Liability Insurance please contact donotdisturb@thisisbeyond.com

RESPONSIBILITY OF CONTRACTED EXHIBITORS TOWARDS THE PROMOTION OF TRAVEL PRODUCTS

The Exhibitor shall notify Do Not Disturb of the name and contact details of each stand sharer or product intended to be displayed or promoted at the show no later than 120 days prior to the start of the exhibition, to ensure that they conform to Do Not Disturb's theme and show profile. Do Not Disturb is entitled to cancel the Contract if it considers, at its sole discretion, that the products or services promoted or showcased by the Exhibitor or any person sharing a stand do not fit the profile of the Exhibition and/or venue guidelines.

Do Not Disturb will always communicate with the contracted Exhibitor directly. It is the responsibility of the contracted Exhibitor to propagate all information received, and to make sure that all delegates present at the show respect deadlines and the terms and conditions of the contract.

The Exhibitor shall be deemed to act as agent in respect of each stand sharer, who shall be bound by these terms accordingly. In the event that any stand sharer fails to comply with these terms or otherwise defaults in its obligations to This Is Beyond, the Exhibitor shall be liable for all losses, liabilities and costs incurred by Do Not Disturb arising from such non-compliance or default.

In order to ensure a productive and safe exhibiting environment please make sure you follow these simple guidelines. If you have any questions, please don't hesitate to get in touch.

6. Travel OLD

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AT THE SHOW

WHAT TO WEAR

Italy in November can be cool with a little rain, although often sunny days, evenings can be cooler dropping as low as 5°C this autumnal season.

All participants are encouraged to dress in Business Casual. There will be off-site lunch excursions where you will need comfortable shoes, sunglasses and maybe a hat (In true This is Beyond style these will remain a surprise).

There will also be daily Morning Activities including Yoga, Cycle, Hike and Padel, so please bring active wear if you plan to participate in these.

It wouldn't be a This is Beyond event without at least one glamorous evening, so be sure to pack an outfit for our **Secret Garden Closing Party**. We can't wait to see you all looking 'Blooming Marvellous'. Take a look at this [Pinterest Board](#) for some delightful inspiration!

WIFI

WiFi will be provided free of charge throughout the venue.

SMOKING

No smoking is permitted inside at Borgo Egnazia. Please exit the building to smoke.

PLEASE NOTE

- All valuable documents and personal items should be left in the safe of your hotel room from check-in. It is your responsibility to make sure that your valuables are safe at all times for the duration of your stay at Borgo Egnazia. Do Not Disturb accepts no responsibility for loss or damage to personal belongings



MEET THE TEAM



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EVENT ORGANISER

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by the sea

OFFICIAL PARTNER



EVENT VENUE



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