

# MOSBUILD RUSSIA 2011

MosBuild 

05 - 08 April 2011

Moscow, Russia  
Expocentre, Crocus Expocentre

16th Moscow International Building &  
Interior Exhibition

## ACCOMMODATION & TRAVEL SERVICES MANUAL

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**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 Moscow
- Meeting & Event Planning
- Travel Policy Management & Consulting
- Travel Expenditure Reporting & Analysis
- Private Air Charter
- VIP Services

## PAGE DETAILS

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## IMPORTANT VISA INFORMATION

### Which type of Russian Visa do I need?

#### **RUSSIAN BUSINESS VISA:**

If you are attending the Exhibition as an exhibitor or expect to undertake business whilst there, we recommend that you travel on a Business visa. An invitation from the Ministry of Internal Affairs is required. We will obtain this for you (please refer to the relevant Visa Support Order form for charges and processing times).

#### **RUSSIAN TOURIST VISA:**

If you are simply visiting the exhibition and not conducting business, you can travel on a tourist visa. Your 'invitation' will take the form of a 'Tourist Voucher' and a 'Hotel Booking Confirmation'. We will obtain these for you (please refer to the relevant Visa Support Order form for charges and processing times).

Please note: if you arrive at Russian immigration wearing a suit holding a laptop in one hand and a briefcase in the other you may have them confiscated until your exit from the country - these items are hardly usual tourist attire and will obviously raise suspicion about the true purpose of your visit.

### PLEASE NOTE:

If you were born in one of the countries in the following table please order your visa support letter (VSL) by completing the Visa Support Order Form - Restricted Countries form. Some nationalities will need the original VSL to support their visa application - this will need to be couriered from Moscow so please allow time for this.

All visa supports are issued on the assumption that you will be entering Russia via a Moscow airport. If you are not, please alert us to this fact before ordering your visa support - additional documentation will be needed if you arrive through Samara or Nizhniy Novgorod.

## IMPORTANT VISA INFORMATION

01. Afghanistan	26. Equatorial Guinea	51. Malawi	76. Solomon Islands
02. Albania	27. Eritrea	52. Maldives	77. Somalia
03. Algeria	28. Ethiopia	53. Mali	78. Sri Lanka
04. Angola	29. Gabon	54. Mauritania	79. Sudan
05. Anguilla	30. Gambia	55. Morocco	80. Swaziland
06. Antigua & Bartuda	31. Georgia	56. Mozambique	81. Syria
07. Bahrain	32. Ghana	57. Myanmar	82. Tanzania
08. Bangladesh	33. Guinea Bissau	58. Namibia	83. Togo
09. Benin	34. Guinea	59. Nauru	84. Trinidad & Tobago
10. Bhutan	35. India	60. Nepal	85. Tunisia
11. Botswana	36. Iran	61. Niger	86. Turk & Caicos Islands
12. British Virgin Islands	37. Iraq	62. Nigeria	87. Turkey
13. Brunei	38. Ivory Coast	63. Oman	88. Turkmenistan
14. Burkina Faso	39. Jordan	64. Pakistan	89. Uganda
15. Burundi	40. Kenya	65. Palestine	90. UAE
16. Cambodia	41. Kiribati	66. Papua New Guinea	91. Vanuatu
17. Cameroon	42. Korea (North)	67. Philippines	92. Vietnam
18. Cape Verde	43. Kuwait	68. Qatar	93. Western Sahara
19. Cayman Islands	44. Laos	69. Rwanda	94. Yemen
20. Central African Republic	45. Lebanon	70. Saint Kitts & Nevis	95. Zaire
21. Chad	46. Lesotho	71. Saint Lucia	96. Zambia
22. China	47. Liberia	72. Saint Vincent & The Grenadines	97. Zimbabwe
23. Congo (x2)	48. Libya	73. Saudi Arabia	
24. Djibouti	49. Macao	74. Senegal	
25. Egypt	50. Madagascar	75. Sierra Leone	

All visa supports are issued on the assumption that you will be entering Russia via a Moscow airport. If you are not, please alert us to this fact before ordering your visa support - additional documentation will be needed if you arrive through Samara or Nizhniy Novgorod.

### RUSSIAN VISA REGISTRATION

All foreigners must register their stay within three working days of arrival in Russia if staying 3 working days or more.

If you are staying in a hotel the hotel will normally do this; if you're not staying in a hotel you should ask your sponsor (the company providing the VSL) to register your presence in the country. You will need your passport and Migration Card (which is given on arrival at the Russian border). A fee will be charged for this registration process. Registration can take a minimum 2 working days for tourist visas and 5 working days for business visas.

Failure to register the visa within 3 days of arrival can result in being fined up to USD1700.00 and/or deportation.

## IMPORTANT VISA INFORMATION

You will NEED a visa for Russia unless you are a citizen of: Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Ukraine or Uzbekistan and under certain circumstances Argentina, Bosnia & Herzegovina, Brunei, Dominican Republic, Hong Kong, Israel, Macedonia, Montenegro, Serbia, Thailand and Venezuela.

Please note: ITE is not responsible for providing any documentation you may require in order to obtain your visa.

Remember to give yourself enough time to obtain your Russian visa; depending upon your nationality this can take up to 8 weeks.  
Please note: ITE is not responsible for your Russian visa requirements.

### Checklist of requirements for VISA support document:

1. A clear colour scanned copy of your passport
2. Visa support order form (see page 06 - 09)

### How your VISA support is delivered to you:

Once we have your invitation it will be emailed to you; however, some Consulates require the original visa support document when you lodge your visa application. You will need to check with them if they will accept emailed copies or need this original; if they want the original it will have to be couriered to you from Russia. You will have to pay this courier fee.

Only once you have this document can you then apply for your visa.

## IMPORTANT VISA INFORMATION

To obtain your Russian visa you will need to submit the following documents to the Russian Consulate (contact us for your nearest location):

### VISA application checklist:

1. Russian visa application form
2. Your original passport
3. One recent passport type photograph
4. Russian visa support document (invitation)
5. Any other documents that may be required (details below)

If you are applying for your visa in the UK holders of passports other than UK ones are required to provide additional documents. These include:

**French** passport holders should include copies of their last three months bank statements, a copy of their travel insurance certificate valid in Russia and a copy of their travel ticket or itinerary.

**German** passport holders can only apply for a Russia visa in the UK if they have their UK residency printed in their passport or if they have an official letter from the German consulate in London stating they are resident in the UK.

**Schengen countries, Estonian and Israeli** passport holders are required to enclose a copy of their travel insurance certificate valid in Russia to cover their entire trip.

**Lithuanian** passport holders should submit copies of their last three months bank statements, a copy of their travel insurance certificate valid in Russia and a letter from their employer confirming their visit to Russia.

**All non-UK passport** holders (except Germans) should include proof of their UK residency by submitting a recent utility bill or other official document showing their UK address if they don't have a residence permit stamped in their passport

**Business visa applicants** must also supply an introductory letter from their company confirming their employment.

Holders of **certain other passports** may be required to provide extra documents in addition to the above mentioned ones. We recommend checking the details with us before applying.

If you are not applying in the UK please check with your local Russian Consulate regarding the documentation they require. These requirements do change.

# Russian 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.

**Exhibition Name**

**City**

## 1 About You & Your Visit

**Last Name**

**First Name**

**Middle Name**

**Sex**

Male  Female

**Date of Birth** (dd-mm-yyyy)

**Country of Birth**

**Entry date to Russia**

**Exit date to Russia**

**Visa to be collected in which city/country?**

**List the cities to be visited during your stay in Russia**

**Country of Permanent Residence**

## 2 Passport Information

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

**Present Citizenship**

**Passport Number**

**Issued Date** (dd-mm-yyyy)

**Expiry Date** (dd-mm-yyyy)

## 3 Place of Work

**Company Name**

**Position**

**Phone**

**Email**

**Address** (including country)

## 4 Visa Support Type Required

Tick the type of visa support you require.

### Tourist Visa Support

Single entry (30 days)    24hrs Processing    £35   

### Exhibition / Conference Visa Support (EU passport holders)

Single entry (30 days)    24hrs Processing    £45   

### Business Visa Support

#### Processing Times

	14 working days (paper)*	6 working days (paper)*	6 working days (telex)	3 working days (paper)* †
Single (30 days)	£55 <input type="checkbox"/>	£80 <input type="checkbox"/>	£140 <input type="checkbox"/>	£110 <input type="checkbox"/>
Double (90 days)	£75 <input type="checkbox"/>	£100 <input type="checkbox"/>	£200 <input type="checkbox"/>	£130 <input type="checkbox"/>
	18 working days (paper)*	14 working days (paper)*	14 working days (telex)	
Multiple (360 days)	£180 <input type="checkbox"/>	£225 <input type="checkbox"/>	£350 <input type="checkbox"/>	

\* If you opt for the PAPER Visa support option please check that your chosen Russian Consulate accepts copies; if they need the original this will have to be couriered to you from Moscow and submitted along with your other documents; a GBP50 (Europe) or GBP75 (Worldwide) charge will apply with this. The alternative "Telex" option sends your visa support directly to your chosen Consulate thereby negating the need for courier and the added cost and time involved. The Telex option is not available at all Russian Consulates. The originals of paper multiple-entry VSLs are always required by the Consulate and will therefore need to be couriered to you.

† Only available to citizens of UK, Ireland and Denmark

## 5 Payment (Card Holder Details)

**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.

Continued overleaf...

# Russian 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)

## 6 Order an Entry Visa Support

<b>Visa Support Fee</b>	£
<b>Courier Fee (if applicable)*</b>	£
<b>Processing Fee</b> (incl.of VAT)	<b>£23.00</b>
<b>Total</b>	£

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.

<b>Cardholders Signature*</b>	<b>Date*</b>
<input type="text"/>	<input type="text"/>

\* Mandatory fields.

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

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.**

# Russian Visa Support Order Form (Restricted Countries)

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)

If you were born in, or are a passport holder of one of the countries listed below please complete this form

Afghanistan, Albania, Algeria, Angola, Anguilla, Antigua & Barbuda, Bahrain, Bangladesh, Benin, Bhutan, Botswana, British Virgin Islands, Brunei, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Cayman Islands, Central African Republic, Chad, China, Congo (x2), Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Georgia, Ghana, Guinea Bissau, Guinea, India, Iran, Iraq, Ivory Coast, Jordan, Kenya, Kiribati, Korea (North), Kuwait, Laos, Lebanon, Lesotho, Liberia, Libya, Macao, Madagascar, Malawi, Maldives, Mali, Mauritania, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palestine, Papua New Guinea, Philippines, Qatar, Rwanda, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & The Grenadines, Saudi Arabia, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, Sudan, Swaziland, Syria, Tanzania, Togo, Trinidad & Tobago, Tunisia, Turk & Caicos Islands, Turkey, Turkmenistan, Uganda, UAE, Vanuatu, Vietnam, Western Sahara, Yemen, Zaire, Zambia, Zimbabwe.

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

**Exhibition Name**

**City**

## 1 About You & Your Visit

**Last Name**

**First Name**

**Middle Name**

**Sex**

Male  Female

**Date of Birth** (dd-mm-yyyy)

**Country of Birth**

**Have you been to Russia before? If yes, when?**

**Entry date to Russia**

**Exit date to Russia**

**Visa to be collected in which city/country?**

**List the cities to be visited during your stay in Russia**

**Country of Permanent Residence**

## 2 Passport Information

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

**Present Citizenship**

**Passport Number**

**Issued Date** (dd-mm-yyyy)

**Expiry Date** (dd-mm-yyyy)

## 3 Place of Work

**Company Name**

**Position**

**Phone**

**Email**

**Address** (including country)

## 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.

Continued overleaf...

# Russian Visa Support Order Form (Restricted Countries)

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)

## 5 Order an Entry Visa Support

<b>Single Entry Visa Support Fee</b> (10 working days processing)		£
<b>Courier Fee</b>	Worldwide	£75.00
	Europe	£50.00
<b>Processing Fee</b> (incl.of VAT)		£34.50
<b>Total</b>		£

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.

<b>Cardholders Signature*</b>	<b>Date*</b>
<input type="text"/>	<input type="text"/>

\* Mandatory fields.

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

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.**

# Russian Visa Procurement Application Form

If you are in the UK we can lodge your Russian visa application at the London Consulate for you. Application are lodged at the Consulate at 0900 hours Monday - Friday. All applications will be lodged the day following receipt by our office. The consulate has two processing times for issuing visas; next day or 5 working days. Your passport & visa will be ready the day after we receive them from the Consulate - we will then post back to you or you can collect.

**Please complete this form and send it to us along with the following documents:**

- Your passport (valid for at least 6 months after your invitation expiry date)
- One passport-type photograph
- Visa support letter (invitation)
- Visa application form (typed on-line then printed off and signed)
- Letter of introduction (if you're applying for a Business visa)
- + any others documents required

## 1 About You & Your Visit

Last Name

First Name

Entry date  Exit date

Lodging Fee £

Consulate Fee £

Special Delivery £ 7.00

Total £

## 2 Our Lodging Fees

Consular Processing Time	Our Charge
5 Working Days Processing	£50 + VAT = £57.50
Next Day	£65 + VAT = £74.75

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 added.

Card Holders Signature\*  Date\*

\* Mandatory fields.

## 3 Russian Consulate Fees

Consular Processing Time	Single Entry	Double Entry	Multiple Entry
(Tourist) 5 Days Service	£75.30	£90.30	-
(Tourist) Next Day	£132.20	£162.20	-
(Business) 5 Days Service	£125.30	£155.30	£225.30
(Business) Next Day	£232.20	£282.20	£332.20

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

Please inform us once you have sent your bank transfer so we watch for its arrival.

**Please ensure ALL bank charges are paid for; the amount shown above must reach our account without any deductions**

## 3 Payment (Card Holder Details)

Name

Tel  Fax

Email

Billing Address

### Card Type

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

### Card Number

Expiry Date  /  Security Code\*

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

## EXHIBITION VENUE & HOTEL LOCATIONS

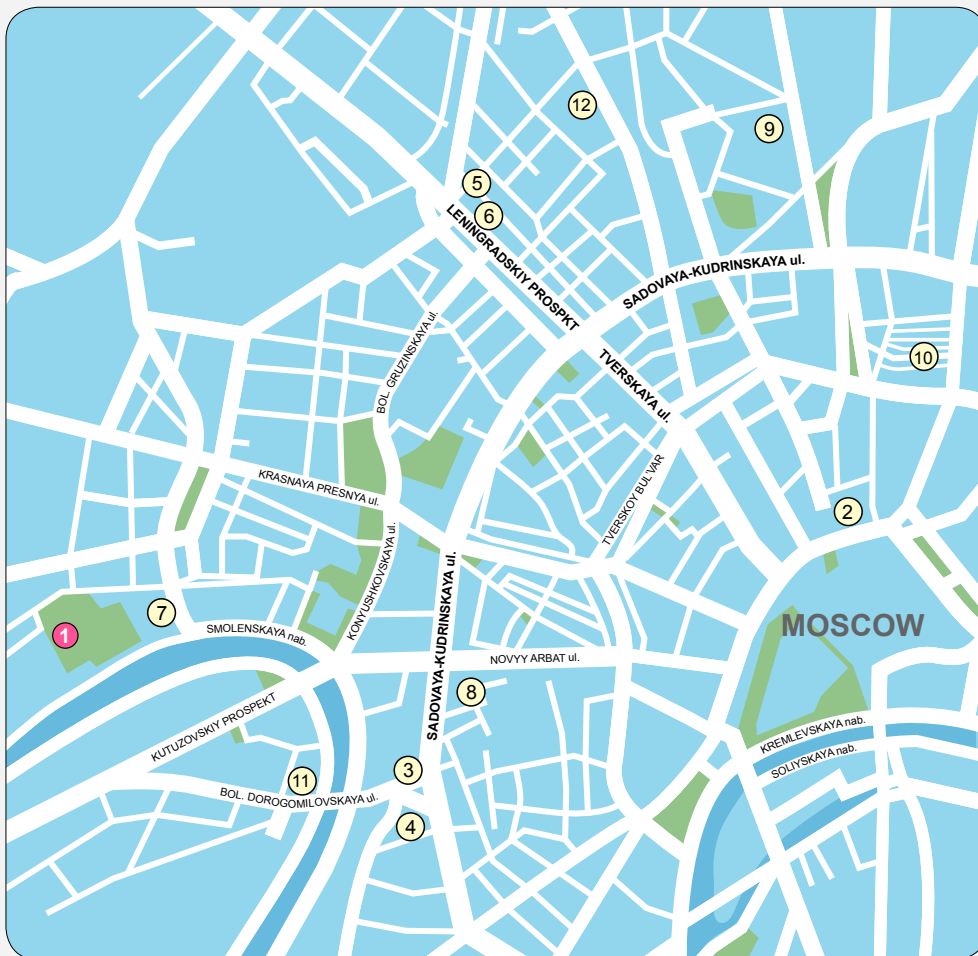
### VENUE: Expocentre

There is a very high demand for hotel rooms in Moscow, 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. Ararat Park Hyatt
3. Belgrad
4. Golden Ring
5. Holiday Inn Lesnaya
6. Marriott Tverskaya
7. Crowne Plaza
8. Arbat
9. Renaissance
10. Sretenskaya
11. Radisson SAS Slavyanskaya
12. Novotel

### EXHIBITION VENUE & HOTEL LOCATIONS

#### VENUE: Crocus Expocentre

The new metro station “Strogino” opened on 07 January 2008 - located 1.5km from Crocus Expo.

Crocus Expo schedules free shuttle bus services from both “Strogino” & “Planernaya” metro stations.

Public transport buses also connect the Exhibition complex to three metro stations:

- Strogino - bus 631 (bus stop Ulitsa Isakovskogo); bus 652 (bus stop Departament Truda I Zaniatosti) - Schukinskaya
- bus 687 (bus stop Departament Truda I Zaniatosti); bus 640 (bus stop Ulitsa Isakovskogo)
- Tushinskaya - buses 631, 640, minibuses 450, 631 (bus stop Ulitsa Isakovskogo)



1. Exhibition Ground and  
Aquarium Hotel

2. Hotel Art

3. Hotel Iris Congress

4. Hotel Le Meridien Moscow  
Country Club

5. Hotel Marriott Tverskaya

6. Molodyouzchny Hotel

7. Hotel Novotel Centre

8. Hotel Novotel Sheremetyevo 2

9. Hotel Planernoie

10. Hotel Sheraton Palace

11. Hotel Sovietsky

12. Bega Hotel

13. Irbis Hotel

14. Hotel Soyuz

## EXHIBITION VENUE & HOTEL LOCATIONS



SUGGESTED ACCOMMODATION INCLUDES...

Hotel Ararat Park Hyatt Moscow ★★★★★

Address:

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Lubyanka, Kuznetsky most, Teatrnaya, Okhotny rya

**International airport:** 35km/1hr

Ararat Park Hyatt Moscow is located in central Moscow on Neglinnaya Street, just 300 metres from the Bolshoi Theatre, home to the Bolshoi Ballet and Opera Company and a short walk away from the Kremlin and Red Square. Within minutes of Moscow's most famed attractions, including St Basil's Cathedral, Lenin's Tomb and Gorky Park, the hotel is also within five minutes' walking distance of the stylish shopping area of Tverskaya Street and the central business district of Moscow.

Wireless (Wi-Fi) internet access is available throughout the hotel's public areas  
Open daily from 7:00 am to 11:00 pm.

Exclusive amenities include bath with soaking tub, walk-in shower and heated floor, bathrobes and slippers, and Blaise Mautin toiletries.

Cancellation Policy: Available on Application.

4 Neglinnaya Street,  
Moscow, 109012, Russia

**Tel:** +7 (495) 783 1234

**Fax:** +7 (495) 783 1235



Hotel Belgrad ★★★

Address:

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Smolenskaya / Kievskaya

**International airport:** 35min

Built in 1975, is situated in the city centre close to Arbat Street (a famous pedestrian area) and the Ministry of Foreign Affairs. A lot of theatres, museums, shopping centers are located near the hotel.

The hotel has 20 floors, 448 rooms, 2 restaurants, 4 bars. Conference hall for 80 seats. Sauna, massage. Exchange office. Business centre. Parking lot.

The rooms have TV set, telephone.

Cancellation Policy: Available on Application

8, Smolenskaya st.,  
Moscow, 121099, Russia

**Tel:** +7 (495) 248 1614

**Fax:** +7 (495) 248 1852



## SUGGESTED ACCOMMODATION INCLUDES...

### Hotel Golden Ring ★★★★★

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Smolenskaya

**International airport:** 45min

Built in 1970 and fully reconstructed in 1998, is located in the city centre with marvelous view of the town, close to Arbat street and the Ministry of Foreign Affairs. A lot of restaurants, bars and shops are not far from the hotel.

The hotel has 23 floors, 247 rooms, 5 restaurants, 3 bars. Conference hall for 160 seats, 5 banquet halls. Fitness center, business centre. Night club, 2 saunas.

The rooms have TV set, air-conditioning, minibar, telephone.

Cancellation Policy: Available on Application

### Address:

5, Smolenskaya St.,  
Moscow, 119121, Russia

**Tel:** +7 (495) 725 0100

**Fax:** +7 (495) 725 0101



### Hotel Holiday Inn Lesnaya ★★★★★

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Belorusskaya

**International airport:** 45min

The hotel is perfectly located in 10-minutes drive from historical centre of Moscow, 45 minutes drive to Sheremetyevo-2 International Airport and within 2-minute walk to the central underground station "Belorusskaya" with convenient connections to all metro lines.

Holiday Inn Moscow Lesnaya offers 301 air conditioned rooms featuring 2 rooms for disabled guests, 17 suites, non-smoking rooms and executive rooms.

All rooms provide full range of private amenities including tea/coffee maker, hair dryer, direct telephone, satellite TV, pay movies, mini bars and high speed Internet access.

Red'n'White restaurant serves international buffets and a-la-carte, while light snacks and drinks are served in Red'n'White bar. In-room private dining can be enjoyed with 24 hr room service.

The rooms have direct telephone, satellite TV, pay movies, mini-bar, high speed Internet access, hair dryer, tea/coffee maker.

Cancellation Policy: Available on Application

### Address:

Lesnaya Street, 15,  
Moscow, 125047, Russia

**Tel:** +7 (495) 783 6500

**Fax:** +7 (495) 783 6501



## SUGGESTED ACCOMMODATION INCLUDES...

### Hotel Marriott Tverskaya ★★★★★

#### Address:

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Belorusskaya

**International airport:** 26km/30mins

Built in 1995, is centrally located in Tverskaya street, close to the main business and government offices. The hotel is a member of Moscow Marriott Hotels Collection. The Kremlin, the Red Square are in 10 minutes from the hotel.

The hotel has 8 floors, 162 rooms. Restaurant, bar, cafe. Sauna, gym. Business centre. Exchange office. Parking lot. Rent-a-car.

The rooms have TV set, air-conditioning, minibar, telephone.

Cancellation Policy: Available on Application

34, 1st Tverskaya-Yamskaya ulitsa,  
Moscow, Russia

**Tel:** (+7 495) 258 3000

**Fax:** (+7 495) 258 3099



### Hotel Crowne Plaza ★★★★★

#### Address:

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Ulitsa 1905 goda

**International airport:** 45min

Opened in 1980, is situated in the city centre and adjacent to the Residence of the Russian Federation Government, the US Embassy, the exhibition complex "Expocentr" in Krasnaya Presnya area.

The Hotel offers 572 guestrooms, including 19 suites, 9 junior suites, and also the best in Moscow two-level Presidential Suit. The guestrooms are furnished by two types of beds: "king-size" (2mx1.8m) and "double-transformed" (2mx2m). Smoking/non-smoking rooms, accessible facilities are available.

The Hotel has a central air-conditioning system. Guestrooms feature interactive satellite and cable TV, pay-per-view movie channels, voice mail, radio, data ports, Internet access, Wi-Fi, minibar, in-room safe, well-lit working desk, sprinkler system, emergency alarm system, full bathroom amenities: hairdryer, enlarging mirror, bathrobe and slippers.

Cancellation Policy: Available on Application

12, Krasnopresnenskaya naberezhnaya,  
Moscow, Russia

**Tel:** +7 (495) 258 2222

**Fax:** +7 (495) 253 2051



SUGGESTED ACCOMMODATION INCLUDES...

Hotel Arbat ★★ ★

Address:

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Smolenskaya or Arbatckskaya

**International airport:** Sheremetyevo

Located in the centre of Moscow, near Stary and Novy Arbat Streets with a diverse range of restaurants and bars, retail and entertainment opportunities and many museums within 10-minute walking distance. The hotel is literally behind the RF Ministry of Foreign Affairs, in 12, Plotnikov Pereulok, surrounded by marvellous old buildings, with easy access to Smolenskaya or Arbatckskaya Metro station.

With its 102 comfortable rooms, Arbat Hotel can accommodate up to 200 guests. It provides all the usual services for conducting business. Arbat Restaurant and summer cafe.

Cancellation Policy: Available on Application

12, Plotnikov pereulok,  
Moscow, 121002, Russia

**Tel:** +7 (495) 755 8469

**Fax:** +7 (495) 241 4305



Hotel Renaissance ★★ ★★ ★

Address:

**Room Rates:** Available on Application      **Breakfast:** Not Included

**Nearest underground station:** Prospect mira

**International airport:** 40km / 30min      Olimpiyskiy

The hotel is located adjacent to the Olympic Sports Complex and 10 minutes to the historical city centre by the famous Moscow Metro.

Built in 1991. 475 comfortably furnished rooms with non-smoking rooms including 13 elegant suites. Renaissance Club Floor with separate check-in and the elegant Club Lounge, all equipped Business Centre, "Vienna Cafe" Restaurant, Olivia Restaurant with casual Mexican/Italian cuisine, American Steak House with traditional American cuisine, Incognito Restaurant with fine French dining tradition, Bierstube - traditional German pub, Olympic Bar (cocktails), Bakery (French pastries & bread). Cinema. Fitness club, pool, saunas, solarium.

The rooms have Telephone, satellite TV, minibar, controlled heating system, bathroom, hairdryer.

Cancellation Policy: Available on Application

Olimpiyskiy prospect 18/1  
Moscow, 129110, Russia

**Tel:** +7 (495) 931 9000

**Fax:** +7 (495) 931 9000



## SUGGESTED ACCOMMODATION INCLUDES...

### Hotel Sretenskaya ★★★★★

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Sukharevskaya

**International airport:** 35km/1hr

Located in the historical centre of Moscow. Built in 2000. Number of rooms - 38. Each room has its style disposing to relaxation. The interior is designed according to the best traditions of ancient fine art. At the same time all the luxury of the interior is well-combined with comfort of advanced technologies. The hotel benefits from a restaurant with Russian and European cuisine, Tropical Winter Garden, business centre, fitness centre, billiard bar, underground parking.

The rooms have Telephone, air-conditioner, satellite TV, minibar, safe deposit box, bathroom, hairdryer.

Cancellation Policy: Available on Application

### Address:

Ul, Sretenka 15, Moscow,  
103045, Russia

**Tel:** +7 (495) 933 5544

**Fax:** +7 (495) 933 5545



### Radisson SAS Slavyanskaya Hotel ★★★★★

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Kievskaya

**International airport:** < 1km

Located in the historical centre of Moscow.

Nestled by the banks of the Moscow River, the Radisson SAS Slavyanskaya Hotel & Business Centre, Moscow is adjacent to the new Europe Plaza, fountain and crystal bridge. Located close to the Kremlin and historic heart of Moscow, our hotel offers panoramic views of the Russian White House, and Borodino Bridge.

Each of the 410 rooms and suites are fully equipped with high-quality amenities including Wireless Internet Access (WiFi). Fitness centre. the Talavera Restaurant features Mediterranean cuisine, while Cafe Amadeus and Bierstube serves an international menu. Sumosan serves some of the best in Japanese cuisine and sushi in Moscow, while Russky is known for serving authentic Russian cuisine from the time of the tsars.

Cancellation Policy: Available on Application

### Address:

Europe Square 2,  
121059, Moscow, Russia

**Tel:** +7 (495) 941 8020

**Fax:** +7 (495) 941 8000



SUGGESTED ACCOMMODATION INCLUDES...

Hotel Novotel Centre ★★★★★

Address:

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Mendeleevskaya, Novoslobodskaya

**International airport:** 30km/1 hour

The Novotel Moscow Centre is a 4 star hotel ideal for a business trip or holiday in Moscow. Guests enjoy the benefit of six conference rooms, Wi-Fi internet, a restaurant serving Mediterranean cuisine, two bars and free parking. Novotel is one of a very few Moscow hotels allowing pets. All Rooms equipped with: Safe deposit box, High speed transmission line, Minibar, RJ 25 outlet, Security peephole, 220/240 V AC, Satellite/cable colour TV, Airconditioning, WiFi wireless Internet access, Bathtub, Hair dryer.

Cancellation Policy: Available on Application

Novoslobodskaya str 23  
Moscow, 127055, Russia

**Tel:** (+7) 495 / 7804000

**Fax:** (+7) 495 / 7804003



Hotel Art ★★★★★

Address:

**Room Rates:** Available on Application

**Breakfast:** Included

**Nearest underground station:** Sokol

**International airport:** < 1km

ART Hotel is exceptionally located in one of the most prestigious areas of Moscow, near to Sokol, Polezhayevskaya and Airport metro stations. Picturesque Chapaevskiy Park protects us from Leningradskiy prospect's noise, and neat side-streets create an atmosphere of calm and harmony.

The hotel was established in November of 1996 under the management of German professional team. ART Hotel disposes of 86 guestrooms equipped according to the highest European standards. Turkish and Finnish saunas, two solariums and a massage room are at your disposal and for your relaxation.

The hotel allows a wide choice of additional facilities: meetings & conferences, taxi services, banquets and buffet services, business-center services, Wi-Fi Internet access.

Cancellation Policy: Available on Application

3rd Peschanaya str., 2,  
Moscow, 125252, Russia

**Tel:** +7 (495) 725 0905

**Fax:** +7 (495) 725 0904



SUGGESTED ACCOMMODATION INCLUDES...

Hotel Iris Congress 

Address:

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Petrovsko-Razumovskaya

**International airport:** Sheremetyevo 30min by car

The hotel is situated in a quiet residential area between Sheremetyevo Airport and the city centre. Built in 1991. The hotel has 195 comfortable and spacious rooms with. Restaurant Le Cafe Francais (with continental, French and Russian cuisine), Pullman bar with live music. Free shuttle bus available to and from the city centre everyday from 07:30 to 24:00. Business centre, fitness centre, pool and saunas. The rooms have Telephone, satellite TV, minibar, air-conditioning, bathroom.

Cancellation Policy: Available on Application

Korovinskoe shosse 10,  
Moscow, 127486, Russia

**Tel:** +7 (495) 933 0533

**Fax:** +7 (495) 937 8700



Hotel Le Meridien Moscow Country Club 

Address:

**Room Rates:** Available on Application      **Breakfast:** TBA

**International airport:** Sheremetyevo 30km

Spread over 120 hectares, and idyllic setting amid a beautiful birch forest, with scenic lakes and a sandy beach, 40 kilometres from the Kremlin and 15 kilometres from the Moscow ring road. Rooms enjoy stunning views of nature's beauty in summer or the marvellous snow-covered forest in winter. Restaurants, cafes and bars. Business Centre, Sports complex, Swimming pool, sauna. Russia's only 18-hole golf course (Par-72) designed by Robert Trent Jones Jr.

A shuttle bus operates every 15 mins between Crocus Exhibition Centre & ExpoCentre in Central Moscow. All rooms have air conditioning, satellite television, mini-bar, telephone & modem points, safe, bathtubs, shower and bidet, heated floors, bathroom scales, hairdryer and telephone.

Cancellation Policy: Available on Application

Nakhabino, Krasnogorsk District,  
Moscow Region, 143430, Russia

**Tel:** +7 (495) 926 5911

**Fax:** +7 (495) 926 5921



## SUGGESTED ACCOMMODATION INCLUDES...

### Hotel Molodyouzhy

#### Address:

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Timiryazevskaya

**International airport:** Sheremetyevo 30min by car

Renovated in 1994, this 22 floor, 400 room hotel is located 15 minutes from the city centre. The hotel features restaurant "Molodyuozhny", cafe "Amore Mio", restaurant "Alpiysky dvorik". In the hotel lobby there is a reception service working 24 hours a day.

Cancellation Policy: Available on Application

27/1, Dimitrovskoe shosse,  
Moscow, 127550, Russia

**Tel:** +7 (495) 977 4777

**Fax:** +7 (495) 977 3155



### Hotel Novotel Sheremetyevo 2

#### Address:

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Rechnoy vokzal, Planernaya

**International airport:** 1km

Built in 1992, is located near the international airport "Sheremetyevo-2". The hotel offers free shuttle - bus service to and from "Sheremetyevo-1" and "Sheremetyevo- 2" airports and the city centre. The Novotel is a member of the Accor Hotel chain.

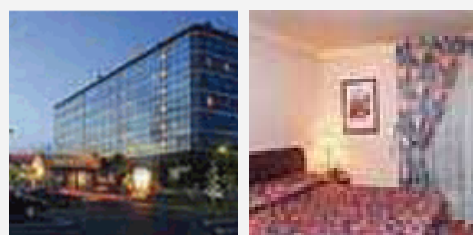
The hotel has 6 floors, 482 rooms, 2 restaurants, bars, 8 conference halls (from 8 to 280 seats), business centre, fitness centre, exchange office and parking lot. The rooms have TV set, telephone, air-conditioning.

Cancellation Policy: Available on Application

Airport Sheremetyevo-2,  
Moscow, 103339, Russia

**Tel:** +7 (495) 926 5900

**Fax:** +7 (495) 926 5904



SUGGESTED ACCOMMODATION INCLUDES...

Hotel Planernoë ★★ ★

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Planernaya

**International airport:** Sheremetyevo 8km

Away from the hassle of the city in an ecologically safe and tranquil environment. The hotel is located only 9 kilometers from the Moscow ring road (MKAD) close to Sheremetyevo airport. Situated on a hillside surrounded by picturesque forest on the banks of a beautiful natural lake and the quiet Skhodnya river.

The hotel has 157 rooms (half with lake view) with all standard amenities: colour TV, direct phone, toilet and shower, central heating etc. The hotel provides a complimentary transfer service to/from the "Planernaya" metro station from where Crocus offers minibus transfers to the Crocus exhibition ground.

Cancellation Policy: Available on Application

Address:

Novogorsk Town, Himkinsky District,  
Moscow Region, 141400, Russia

**Tel:** +7 (495) 755 8468

**Fax:** +7 (495) 784 7450



Hotel Sheraton Palace ★★ ★★ ★★ ★

**Room Rates:** Available on Application      **Breakfast:** Not Included

**Nearest underground station:** Belorusskaya, Mayakovskaya

**International airport:** Sheremetyevo 35min by car

The hotel is located in the city business centre on Tverskaya, the main trading avenue of Moscow, within a walking distance from the Red Square, the Kremlin and the Bolshoi Theatre, a short distance to the International Exhibition Centre.

Built in 1993. Number of rooms - 215, including 17 luxury suites. 7 conference and meeting rooms for 12-180 persons, fully equipped business centre, 3 restaurants with traditional Russian and International cuisine, cafe "Mozart", lobby lounge and bar. The rooms have telephone, radio, satellite TV, minibar, Internet access, bathroom with hairdryer.

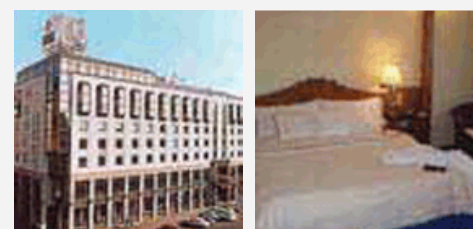
Cancellation Policy: Available on Application

Address:

1-ya Tverskaya Yamskaya 19,  
Moscow, 125047, Russia

**Tel:** +7 (495) 931 9700

**Fax:** +7 (495) 931 9704



## SUGGESTED ACCOMMODATION INCLUDES...

### Hotel Sovietsky ★★ ★

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Dinamo, Belorusskaya

The hotel is located near the Dinamo stadium, the CSKA Complex, 15 minutes drive from the city center, 10 min. from the Kremlin. The number of rooms - 70. Built by Iosif Stalin's order in 1952 (reconstructed in 1990) with large rooms, broad corridors, crystal chandeliers, etc. The Sovietsky Hotel is also home to the famous "Yar" restaurant, which was founded in 1826 The restaurant has delicious Russian and European cuisine. The hotel offers shops, safe, bar, banquet hall, fitness centre, exchange-office, business centre, beauty parlour.

The rooms have TV, satellite TV, phone, refrigerator, individual air-conditioning, hair-dryer by request, shower, WC.

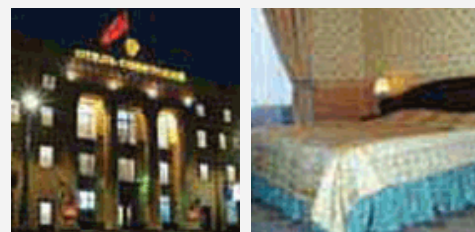
Cancellation Policy: Available on Application

### Address:

32/2 Leningradsky Prospekt,  
Moscow, 125040, Russia

**Tel:** +7 (495) 960 2000

**Fax:** +7 (495) 250 8003



### Hotel Bega ★★ ★

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Begovaya & Belorusskaya

This hotel offers 145 rooms - all twin - or double bedded. Although near the centre of the city the hotel is located on a green and quiet road, offering an unforgettable view of Moscow Hippodome - you will be able to watch races straight from the window of your room. Nearest landmarks include the Dynamo Moscow stadium and Belorusskaya railway station. Superior rooms and Junior Suites have air conditioning. All rooms are equipped with telephone, satellite - TV and Wi - Fi internet access. The restaurant serves both Russian & European cuisine. 24 hour room service. Laundry. Beauty Shop.

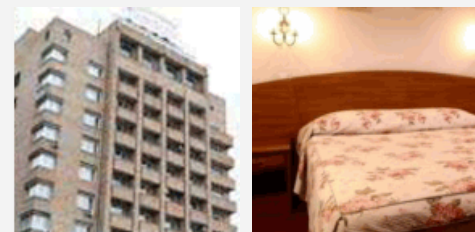
Cancellation Policy: Available on Application

### Address:

Begovaya alleya, 11,  
Moscow, 125282, Russia

**Tel:** +7 (495) 945 5213

**Fax:** +7 (495) 946 1537



## SUGGESTED ACCOMMODATION INCLUDES...

### Hotel Irbis ★★ ★

**Room Rates:** Available on Application      **Breakfast:** Included

**Nearest underground station:** Vladikino & Petrovsko - Rasumovskaya

The 3 - star 96 - roomed Irbis Hotel (part of the Maxima chain) is located in north-east Moscow, in a green and quiet district, just 20 minutes drive from the centre (10km). It is next to the All - Russia Exhibition Centre (V.V.C.), close to Ostankino Telekom Tower, Count Sheremetyev's Palace, the "Olimpijsky" Sports Complex and the magnificent Botanical Garden. International airport Sheremetyevo is less than an hour by car. The metro takes 15 minutes to reach the city centre (5 stops).

All rooms are recently designed to contemporary standards. Russian & European cuisine is served in the hotel's restaurant. Bar with Wi - Fi. Sauna. ATM machine. Safety deposit box at front desk. Room service. Laundry. Beauty Salon.

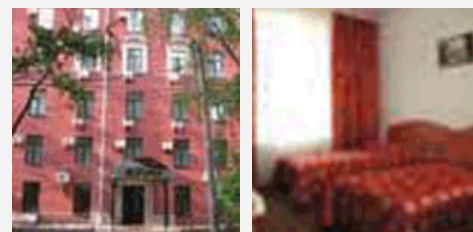
Cancellation Policy: Available on Application

### Address:

1 Gostinichnaya str,  
Moscow, Russia

**Tel:** +7 (495) 788 7272

**Fax:** +7 (495) 482 2244



### Hotel Soyuz ★★ ★

**Room Rates:** Available on Application      **Breakfast:** TBA

**Nearest underground station:** Rechnoy vokzal

**International airport:** 15min by car

The hotel is located in a park zone, which is only 15 min. drive from Sheremetyevo Airport and 20 min away from Moscow city center. The hotel has 29 single rooms, 119 double rooms and 10 two-room apartments. Restaurant, cafe, bar. 2 saunas and beauty salon. Conference hall. Business centre. Free car park. Currency exchange. Laundry. Safe deposit box. Gift shop. The rooms have telephone, TV, satellite TV, individually controlled air-conditioning (in selected rooms).

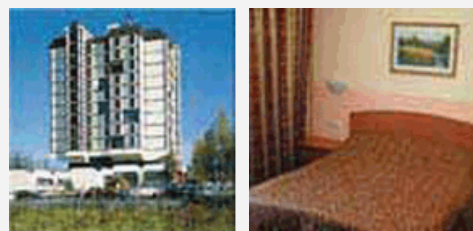
Cancellation Policy: Available on Application

### Address:

Levoberezhnaya st. 12,  
Moscow, 125475, Russia

**Tel:** +7 (495) 956 2999

**Fax:** +7 (495) 457 2096



SUGGESTED ACCOMMODATION INCLUDES...

Hotel Aquarium 

**Room Rates:** Available on Application

**Breakfast:** TBA

This modern three-star hotel is located on the grounds of Moscow's Crocus Expo, the city's largest exhibition centre, making it the most convenient accommodation option for exhibitors and participants.

Opened in 2009, the Aquarium Hotel has 225 comfortable and stylish guest rooms and suites, decorated in a sleek minimalist style and equipped with a full range of modern technical amenities including hi-speed Internet access. The Aquarium also has elegant public spaces including an on-site restaurant and cafe, and offers a reasonable range of business and concierge services. Further amenities, including several restaurants and extensive conferencing facilities, can be found elsewhere in the grounds of the Crocus Expo Centre.

Providing a long-awaited solution to the problem of finding adequate accommodation close to the Crocus Expo, the Aquarium Hotel is also conveniently located for Sheremetyevo International Airport, and has moderate public transport links to Moscow's city centre that will be greatly improved by the opening of Myakinino Metro Station (planned for December 2009), which will be situated only a few steps from the hotel.

**Cancellation Policy:** Available on Application

Address:

Pavillion 3, Crocus Expo Center, 65km  
MKAD, Myakinskaya poyma, Krasnogorsk,  
Moscow Region, 143400, Russia

**Tel:** +7 (495) 727 1638



# Accommodation Request Form (Individual)

Please email this form to [exhibitor.uk@ctmstravel.com](mailto:exhibitor.uk@ctmstravel.com)

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

**Exhibition Name**

## 1 Personal Details

**First Name\***

**Last Name\***

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

**Nationality\***

**Email Address\***

**Telephone Number\***

\*Mandatory fields

## 2 Hotel Confirmation

I am confirming my individual accommodation requirement as follows.

**Your Hotel Choice:**

Please provide your 3 preferred choices here:

1st Choice

2nd Choice

3rd Choice

**Room Type**

**Per Night Rate**

Single

Twin

Double

Suite

**Arrival Date**

**Departure Date**

**Number of Nights**

Do you require an early check in? *(field to tick)*

If yes, what time do you expect to arrive at the hotel:

Please note: International check in time is normally from 15:00hrs onwards. Check in prior to this time is dependent on occupancy of the hotel space the night before, and is at the discretion of the hotel management. To guarantee check in before 15:00hrs accommodation must be booked for the previous night.

Do you require late check out? *(field to tick)*

Late check out is subject to availability and at the discretion of the hotel management. Some hotels will charge a 'Reduced day rate' for check outs past midday and before 19:00hrs. After that time, a full 24hr rate will normally apply. Charges can be supplied on request.

It is the responsibility of each individual traveller to inform the hotel directly of any medical or dietary 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 Billing Address** †

**Invoice 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

**Account Name:** ctms Ltd

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

**Account Number:** 60401382

**IBAN:** GB21BARC20060560401382

**SWIFT:** 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 / not applicable to UK companies)*

## 4 Hotel Booking Conditions

### 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 hotel. An amended accommodation confirmation will be sent to you to confirm that the change has been made. Any amendments to arrival dates 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 stay.

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

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

### F) Booking Fee

ctms charge a GBP30+VAT administration fee for all hotel reservations made. This fee is not refundable.

### G) 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.

### H) 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\***

\* Mandatory fields.

# Transfer Request Form

Please email this form to [exhibitor.uk@ctmstravel.com](mailto:exhibitor.uk@ctmstravel.com)

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

**Account Name:** ctms Ltd

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

**Account Number:** 60401382

**IBAN:** GB21BARC20060560401382

**SWIFT:** 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.

## TOURS

If you have free days in Moscow we can book a variety of tours that will acquaint you with the city and its rich history.

### 1. City Tour

City tour including a trip to the Cathedral of Christ the Savior, erected in 1883 to honor the victory in the Napoleonic war of 1812; Red Square, The Kremlin and St. Basil's Cathedral.

### 2. The Kremlin and its Cathedrals

It is a unique complex of architectural monuments surrounded by ancient red brick walls crowned with 21 towers. One of the residences of the President of the Russian Federation is situated in the grounds of the Kremlin.

### 3. The Diamond Fund

This is a gem collection housed in the building of the Armoury. The exhibits include the great imperial crown of gold, silver, diamonds and pearls made for the coronation of Empress Catherine II, a scepter and orb covered with diamonds, the world's largest Ceylon sapphire (258.8 carats) and the legendary giant diamond Orlov (189.6 carats).

### 4. The Armoury Chamber

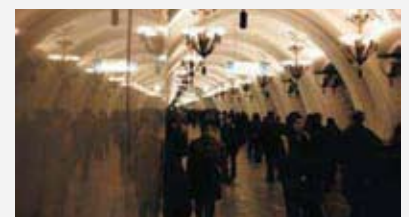
The State Armoury is the oldest Russian museum. It contains priceless monuments of Russian and foreign applied art that were witnesses of major events.

### 5. Bolshoi Theatre

The Bolshoi Theatre is the best opera and ballet theatre in Russia, and over recent years it has witnessed the talents of artists such as Galina Ulanova, Maya Plisetskaya, Marius Liepa, Rudolf Nuryev, Yekaterina Maksimova and Vladimir Vasilyev.

### 5. Moscow Metro

The underground is the fastest and most convenient form of transport for such a large city like Moscow. Construction started in the 1930's and today unites more than 150 stations across the city. Each station has its own character. Carrying in excess of eight million people every day, more than New York and London put together, this system is one of the marvels of inner city transport.



## 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 the 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

## BOOKING CONDITIONS (3/3)

for errors or inaccuracies in the supplied information. You should always check the provided information, 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.