

***LTM 2015 Moscow Autumn Edition,  
October 1, 2015  
at The Ritz-Carlton, Moscow***

***GENERAL INFO AND DEADLINES:***

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

---

Please complete the Accommodation Request Form and send it (by the 1st of September 2015).

☐

---

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

☐

---

Please check that all your tickets and transfers are booked and all travel arrangements are in order.

☐

---

If you sent your brochures in advance, please check that they have arrived safely and are not stuck in customs.

---

☐

**Deadlines:**

**May 27, 2015:** Opening of registration for the buyers.

**August 25, 2015:** Password, user name and detailed instructions on how to use the online system and to set up your appointments will be sent for your attention.

**September 1 – 25, 2015:** Scheduling of appointments for the morning session.

**September 25, 2015:** Your schedule should be ready and available for printing.

**September 25, 2015:** Final exhibitors check for the badges.

***LTM 2015 Moscow Autumn Edition,  
October 1, 2015  
at The Ritz-Carlton, Moscow***

*(ulitsa Tverskaya, dom 3, Moscow, 125009, Russia,  
telephone: +7 495 225 88 88)*

***PROGRAM OF THE EVENT:***

Registration desk will be located in the Foyer of the Ballroom Hall (2nd floor).

Organizers' office – Almaty Hall (2nd floor).

***10:00 – 14:20. Morning session.***

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

10:00 - 10:10 / 10:15 - 10:25 / 10:30 - 10:40 / 10:45 - 10:55

11:00 - 11:10 / 11:15 - 11:25 / 11:30 - 11:40 / 11:45 - 11:55

11:55 - 12:10 – coffee break

12:10 - 12:20 / 12:25 - 12:35 / 12:40 - 12:50 / 12:55 - 13:05

13:10 - 13:20 / 13:25 - 13:35 / 13:40 - 13:50 / 13:55 - 14:05 / 14:10 - 14:20

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

Place: Ballroom, Moscow Hall (2nd floor)

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

Place: Foyer of the Ballroom (2nd floor).

***15:30 – 17:45.*** Non pre-scheduled appointments with hosted buyers. Buyers will be seated, and exhibitors will move around. Each appointment – 5 minutes (126 hosted buyers). Please see the details below for more information. Place: Ballroom (2nd floor).

***19:00 – 21:30.*** Evening session. Workshop and cocktail reception for travel agents, corporate clients and selected journalists in a relaxed atmosphere. Place: Ballroom.

***21:30 – till late.*** The Ritz-Carlton Hotel Moscow invites all exhibitors and guests of LTM to **enjoy fabulous cocktails at the famous O2 Lounge** on the 12th floor of the hotel. By presenting your LTM badge, you'll get a **10% discount** on all food and beverages.

All events are available only to pre-registered visitors.

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

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

**Thank you for your understanding.**

## ***Detailed schedule:***

**09:00-09:30 – Registration of exhibitors.** Please contact the registration desk, which will be located in the foyer of the Ballroom (2nd floor); you will be provided with a badge and information pack.

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

**Set-up for the morning session of the Luxury Travel Mart.** The set-up for the morning session is “class-room” format, you will have a table with a sign with your company/hotel name on it, and 2 chairs on each side. Power supply will be available at each table (for your laptop presentations). Wi-Fi connection is available through the hotel, access cards are on sale at the reception. **Please note that wall or standing posters are not allowed; you can only use the space on your table. In case of any damage done to the hotel by sticking posters to the wall, you’ll be asked to pay the cost of repairs.**

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

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

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

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

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

**15:30 – 17:45 – Appointments with hosted buyers.**

Buyers will be seated, and exhibitors will move from one buyer to another, without pre-scheduled appointments. **5 minutes strictly** for each appointment; at the end of each appointment a bell will ring. Please respect other exhibitors and move forward to the next buyer immediately after the bell. **Please do not stay at the meeting longer than 5 minutes.**

**Please note that if you are sharing space with another hotel or colleague, you must attend all meetings with the hosted buyers together, no separate appointments are allowed in this case.**

**18:45** – Set-up for the evening session of the Luxury Travel Mart. Please check your table allocation for the evening session on the floor plan. **Please make sure to start set-up at 18:45 exactly as guests for the evening session usually arrive earlier.**

**19:00 – Luxury Travel Mart workshop / cocktail reception (canapé and alcohol drinks will be served from 19:30)**, for owners and managers of travel agencies, tour operators, corporate travel managers and selected press. The more relaxed atmosphere of the evening session will give your company an opportunity to increase its contacts, creating the possibility for future cooperation.

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

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

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

**21:30 – Workshop ends.**

**21:30 – till late.** The Ritz-Carlton Hotel Moscow invites all exhibitors and guests of LTM **to enjoy fabulous cocktails at the famous O2 Lounge** on the 12th floor of the hotel. By presenting your LTM badge, you'll get a **10% discount** on all food and beverages.

**LTM 2015 Moscow Autumn Edition,  
October 1, 2015  
at The Ritz-Carlton, Moscow**



THE RITZ-CARLTON®  
Moscow

**Accommodation and visa support letter request:**

**Special Reservation Request**

☐ Superior Room 180 euro for single ☐ 205 euro for double occupancy

The above rates exclude breakfast and VAT (currently 18%)

Please complete and submit this form by e-mail to [rc.mowrz.reservations@ritzcarlton.com](mailto:rc.mowrz.reservations@ritzcarlton.com)

Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

Your preferences: ☐ Smoking ☐ Non-Smoking (Please mark)

☐ Room with a king-sized bed ☐ Room with two beds

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Contact telephone number \_\_\_\_\_

Contact fax number \_\_\_\_\_ Contact email: \_\_\_\_\_

**Reservation is guaranteed by a credit card.**

Credit Card type \_\_\_\_\_ Credit Card # \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Date \_\_\_\_\_

**If you require a letter to obtain a visa to Russia, please fill this section:**

Passport Number \_\_\_\_\_ Issue date \_\_\_\_\_ Expiry Date \_\_\_\_\_

Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_

City of Departure \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

☐ Airport pick-up required

Flight Detail \_\_\_\_\_ Airport of arrival: SVO (Terminal: C, D, E, F) DMD VVO

Flight Departure \_\_\_\_\_ Flight Arrival \_\_\_\_\_

Check in time 3:00 pm, Check out time 12:00 am

Reservations may be cancelled up to 14 days prior to the arrival date. If the reservation is cancelled less than 14 days prior to arrival, the Hotel reserves the right to charge a cancellation fee equal to the rate of one day's accommodation.

**Reservation accepted until September 1, 2015. After this date, reservations are subject to room and rate availability.**

***LTM 2015 Moscow Autumn Edition,  
October 1, 2015  
at The Ritz-Carlton, Moscow***

***FREQUENTLY ASKED QUESTIONS:***

***Q: Can you send me an invitation for a business visa?***

A: We are not able to provide you with an invitation for a business visa. Due to the complicated procedures required to get a business visa to Russia, we suggest that you apply for a tourist visa. An invitation letter for a Russian tourist visa can be requested from the hotel where your accommodation is booked.

With the invitation letter from the hotel, you will need to apply for an entry visa at the Russian consulate. Once the visa has been received, please check again that it is valid for all the days that you will be in Russia. The papers you received from the hotel (visa support letter and voucher) are not enough for you to enter Russia. For more information please contact the nearest Russian consulate.

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

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

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

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

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

A: Most of the agents speak English, however - we'll have 18 interpreters at the event, who will be happy to assist you if there are any communications problems.

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

A: 150-200 copies

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

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

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

A: Yes, but only if you will stay at the Ritz Carlton. You can find detailed instructions on how to send parcels to Russia below. If you are planning to send any gifts please send them in a separate box, not with the brochures.

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

A: Business.

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

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

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

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

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

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

## ***FREQUENTLY ASKED QUESTIONS:***

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

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

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

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

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

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

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

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

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

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