

*The Luxury Travel Mart
on the 14th of March 2013
at the Ritz-Carlton Hotel 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, Washington Hall, Istanbul I & II (2nd floor) and O2 Lounge (12th floor).

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

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

15:30 – 18:00. Non pre-scheduled appointments with hosted buyers. Buyers will be seated, and exhibitors will move around. Each appointment – 5 minutes (100 hosted buyers). Please see the details below for more information. Place: Moscow Hall, Washington Hall, Istanbul I & II (2nd floor).

18:30 – 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 **20% 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 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 – 18:00 – Appointments with hosted buyers. Place: Istanbul I & II, Moscow Hall, Washington Hall (2nd floor). 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.**

All exhibitors are divided into **three groups: A, B and C**, and in order to avoid crowding and confusion, the groups can visit the specific rooms with hosted buyers only at the **time specified below:**

	Group A	Group B	Group B
15:30	Moscow Hall	Istanbul Halls	Washington Hall
16:20	Istanbul Halls	Washington Hall	Moscow Hall
17:10	Washington Hall	Moscow Hall	Istanbul Halls

You can check on the Floor Plan and also on the badge, which you’ll receive, which group you have been assigned to. Security will only allow members of the authorized group into a particular hall at the specified time.

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.

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

18:30 – Luxury Travel Mart workshop / cocktail reception (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. A guest list will be provided on the day of the event on cd-rom.

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 **20% discount** on all food and beverages.