

**LUXURY TRAVEL MART MOSCOW SPRING 2017**  
**on the 2<sup>nd</sup> and 3<sup>rd</sup> of March 2017**  
**at The Ritz-Carlton, Moscow**

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

**PROGRAM OF THE EVENT:**

**Day 1, March 2, 2017 (Thursday)**

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

**09:30 – 10:00 — 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.

**10:00 – 18:00 — Individual pre-scheduled appointments with Hosted Buyers.**

Each appointment will last 10 minutes according to the following scheme (5 minutes added for moving from one buyer 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  
14:20 – 15:20 – lunch  
15:20 – 15:30 / 15:35 – 15:45 / 15:50 – 16:00 / 16:05 – 16:15 / 16:20 – 16:30  
16:35 – 16:45 / 16:50 – 17:00 / 17:05 – 17:15 / 17:20 – 17:30 / 17:35 – 17:45  
17:50 – 18:00

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

Place: Ballroom, Moscow Hall, Washington Hall, Istanbul I & II (2nd floor), Cafe Russe, LTM Hall (1st floor).

Buyers will be seated, and exhibitors will move around.

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

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**Day 2, March 3, 2017 (Friday)**

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

**09:30 – 10:00 — Set-up for the 2nd day of LTM.**

The set-up is “classroom” 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.**

Please note that wall or standing posters are not allowed; you can only use the space on your table. In the event of any damage to hotel property by sticking posters to the wall, you'll be asked to pay the cost of repairs.

**10:00 – 15:50 — Individual pre-scheduled appointments with buyers from Moscow and Hosted 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 – 12:25 – Light lunch  
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 / 14:25 – 14:35  
14:40 – 14:50 / 14:55 – 15:05 / 15:10 – 15:20 / 15:25 – 15:35 / 15:40 – 15:50

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

Place: Ballroom, Moscow, Washington Halls, Istanbul I & II (2nd floor), Cafe Russe, LTM Hall (1st floor). Exhibitors will be seated, and buyers will move around

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

**19:30 – 01:00 Evening Reception and Party**

for a highly selected group of professionals from Moscow and exhibitors. All details will be kept secret until the event.

Place: Ballroom and pre-function.

**Please note that access to the party is limited to two people for each exhibitor. A third person may join only subject to an extra cost of 500 euro, payable in advance. It is not permitted to have more than 3 persons per exhibitor.**

**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.**

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**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. 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 for the exhibition, and according to the dress-code for the evening party.

***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.

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**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.

***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.