



GENERAL INFO AND DEADLINES:

Your action is required on the following:

- By the **25th of December 2018** please submit to artyom.polanskiy@luxurytravelmart.ru the list of your top-clients, which you would like to nominate to attend **LTM** as hosted buyers and VIP buyers. Maximum 10 companies, please.
- **Please do not invite any partners of your company/hotel to the Luxury Travel Mart without receiving approval from the organizers in advance.**
- Please book your accommodation with Hyatt Regency Moscow Petrovsky Park or any other hotel by your choice by the **28th of January 2019**.
- 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.
- **November 12, 2018:** Opening of registration for the buyers.
- On the **4th of February 2019** you will receive an access code for your personal web-page on the **LTM** web-site, where you can schedule appointments with buyers, upload info for the catalogue, exchange messages with buyers, etc. Detailed instructions on how to use the online system and how to set up your appointments will be sent for your attention.
- From the **5th to the 20th of February 2019** — scheduling of appointments. Please note that it is your own responsibility to maintain the schedule. If you forget or are too late to schedule and it turns out that you don't have any pre-scheduled appointments — we will not accept any responsibility for this.



15
YEARS
ANNIVERSARY

Moscow Spring' 2019
at the Hyatt Regency Moscow Petrovsky Park
on the 28th of February and 1st of March 2019

Leningradskiy prospekt, dom 36, stroenie 33, Moscow, 125167, Russia,
telephone: +7 495 479 12 34

PROGRAM OF THE EVENT:

Day 1, February 28, 2019 (Thursday)

Registration desk will be located in the Foyer of the Conference Floor (2nd floor).

09:30 – 10:00 — Registration of exhibitors. Please contact the registration desk, which will be located in the foyer of the conference floor (2nd floor), next to the elevators; you will be provided with a badge and information pack.

10:00 – 18:00 — Individual pre-scheduled appointments with Hosted Buyers. Buyers will be seated, and exhibitors will move around. A bell will ring at the end/start of each appointment.

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

Place: all conference facilities on the 2nd floor, according to the floor plan.

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.

Day 2, March 1, 2019 (Friday)

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). Exhibitors will be seated, and buyers will move around.

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: all conference facilities on the 2nd floor, according to the floor plan.

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, hosted buyers and exhibitors.

Place: Regency Ballroom, pre-function and Yashin Bridge.

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.

Please don’t leave any belongings unattended. Neither the Organizer nor the Venue operator or their agents or employees shall have any liability for any loss, damage or stolen incurred.

Accommodation

A block of rooms has been reserved **at the Hyatt Regency Petrovsky Park**.

Please book your accommodation in advance, there is **a limited number of rooms left** at the venue hotel Hyatt Regency Petrovsky Park, Moscow.

Special discounted rates at the Hyatt Regency Petrovsky Park for participants in **LTM 2019**:

Regency Room 15 000 rubles per night, single occupancy
Regency Room 16 000 rubles per night, double occupancy

Club Deluxe 18 000 rubles per night, single occupancy
Club Deluxe 19 000 rubles per night, double occupancy

Regency Suite Club 20 000 rubles per night, single occupancy
Regency Suite Club 21 000 rubles per night, double occupancy

Regency Suite Deluxe 30 000 rubles per night, single occupancy
Regency Suite Deluxe 31 000 rubles per night, double occupancy

Regency Executive Suite 40 000 rubles per night, single occupancy
Regency Executive Suite 41 000 rubles per night, double occupancy

Buffet Breakfast is included. VAT (currently 18%, will be increased to 20% from the 1st of January 2019) is excluded. Valid for the bookings from the 27th of February to the 2nd of March 2019.

For reservations please e-mail: Moscow.regency@hyatt.com, and mention the group code: **LTM**, or preferably please book online: https://www.hyatt.com/en-US/hotel/russia/hyatt-regency-moscow-petrovsky-park/mosrm?corp_id=G-KY87

Reservation cancellation is allowed 30 days prior to the arrival date. If the reservation is cancelled less than 30 days in advance, the Hotel reserves the right to charge a cancellation fee equal to the rate of one day's accommodation.

These rates are subject to change if the Ruble/USD exchange rate changes significantly.

Reservation must be guaranteed by a credit card.

An **entry visa to Russia is required for most nationalities**; an invitation letter for a visa application may be sent by the hotel where you book your accommodation.

Visa support letter

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'll receive 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.

Transfers, excursions, theatre tickets

Transfers and other services can be booked via our official ground-handler **The Fixxer** (www.thefixxer.ru).

For reservations please e-mail: request@thefixxer.ru

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: 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: 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 at the **Luxury Travel Mart**.

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 partners and clients from travel companies in the CIS?

A: No. You may send us your recommendations, and we'll invite your partners on your behalf. All visitors should be approved by us. Only registered guests are allowed to visit **Luxury Travel Mart**.

Q: Where and when will I get my badge?

A: On the day of the event, at the **Luxury Travel Mart** reception desk, from 9:30.

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

A: 150-200 copies

Q: Can I send the brochures in advance to the venue?

A: No, please bring all materials with you on the day of the event.

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.

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.

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: 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 use a laptop for presentations?

A: Yes. For the working session a power socket will be connected to all tables. 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 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.

Please don't leave any belongings unattended. Neither the Organizer nor the Venue operator or their agents or employees shall have any liability for any loss, damage or stolen incurred.