

THE LUXURY TRAVEL MART 2014 MOSCOW on the 13th of March 2014 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 25th of January 2014).

☐

By the 25th of January 2014 please submit the list of your top-clients, which you would like to see at the LTM 10-Year Celebration Party. This is not obligatory - you should only submit a list if you wish.

☐

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

☐

On the 24th of February 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 February 27 to March 8, 2014 — scheduling of appointments for the morning session. Please note that **it is your own responsibility to maintain the schedule for the morning session**. If you forget or are too late to schedule and it turns out that you don't have any appointments at the morning session - we will not accept any responsibility for this.

☐

By February 28, 2014: for the online exhibitors' catalogue please upload a minimum of 6 medium-resolution images of your hotel/company, your logo and the text you want to use, through your personal web-page on our web-site.

☐

Important deadlines:

January, 15, 2014: Opening of registration for the hosted buyers.

February, 5, 2014: Opening of registration for the buyers from Moscow (for the morning session only). Please note that this year registration for the evening session won't be open for everyone, access to the evening party is by invitation only.

February, 24, 2014: 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.

February 27 — March 8, 2014: Scheduling of appointments for the morning session.

March, 8, 2014: Your schedule should be ready and available for printing. A final exhibitors check for the badges.

THE LUXURY TRAVEL MART 2014 MOSCOW

on the 13th of March 2014

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, Washington Hall, Istanbul I & II (2nd floor) and O2 Lounge (12th floor).

14:30 – 15:00 After-session networking and coffee-break.

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

15:00 – 17:00 Non pre-scheduled appointments with hosted buyers.

Buyers will be seated, and exhibitors will move around. Each appointment will last 5 minutes (140 hosted buyers). Please see the details below for more information. Place: Moscow Hall, Washington Hall, Istanbul I & II (2nd floor).

19:00 – 23:00 10-Year Anniversary Party

for a highly selected group of professionals from Moscow and exhibitors. All details will be kept secret until early March, additional information will be sent for your attention on the 5th of March. Dress-code: evening dress / black-tie.

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.

THE LUXURY TRAVEL MART 2014 MOSCOW **on the 13th of March 2014** **at The Ritz-Carlton, Moscow**

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 “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, 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 the event of any damage to hotel property 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 (the 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 may be printed from your personal page on our web-site.

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 take all your belongings with you, you won't need them for the evening reception this year.

14:30 – 15:00 — After session intensive networking and coffee break. During this time you will have the opportunity for an informal chat with buyers.

15:00 – 17:00 — 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 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 C
15:00	Moscow Hall	Washington Hall	Istanbul Halls
15:40	Washington Hall	Istanbul Halls	Moscow Hall
16:20	Istanbul Halls	Moscow Hall	Washington Hall

THE LUXURY TRAVEL MART 2014 MOSCOW
on the 13th of March 2014
at The Ritz-Carlton, Moscow

You can check on the Floor Plan, and also on the badge that you will 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.

19:00 — Luxury Travel Mart 10-Year Anniversary Party for highly exclusive top-clients from Moscow, by invitation only. A guest list will be uploaded to your personal web-page on the LTM web-site.

For the evening session exhibitors will be divided into 4 groups: Mediterranean, Middle East, Asia and Rest of World. Please stick to your group/corner for the entire evening, so that guests will be able to find you.

Detailed information on the evening party will be revealed in early March.

Dress-code: evening dress / black tie.

23:00 — Reception ends.

THE LUXURY TRAVEL MART 2014 MOSCOW
on the 13th of March 2014
at The Ritz-Carlton, Moscow



THE RITZ-CARLTON®
Moscow

Accommodation and visa support letter request:

Superior Room 15 000 rubles for single & 16 500 for double occupancy
The above rates exclude breakfast and VAT (currently 18%)
Valid for the bookings from 12th to the 16th of March 2014

Preferably, please book online at:

[https://www.ritzcarlton.com/en/Properties/Moscow/Reservations/Default.htm?gc=iu7iu7a&nr=1\\$ng#top](https://www.ritzcarlton.com/en/Properties/Moscow/Reservations/Default.htm?gc=iu7iu7a&nr=1$ng#top)

Rate code: **iu7iu7a**

Reservation cancellation is allowed 14 days prior to the arrival date. If the reservation is cancelled less than 14 days in advance, the Hotel reserves the right to charge a cancellation fee equal to the rate of one day's accommodation.

Reservation accepted until February 01, 2014. After this date, reservations are subject to room and rate availability.

Alternatively, please complete and submit this form by e-mail to

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 must be 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 Arrival Time _____

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

THE LUXURY TRAVEL MART 2014 MOSCOW
on the 13th of March 2014
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 for the morning session, evening dress/black tie for the evening.

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. 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.

THE LUXURY TRAVEL MART 2014 MOSCOW
on the 13th of March 2014
at The Ritz-Carlton, Moscow

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.