

TRAVEL LOGISTICS

**OCTAGON
SCHEDULE**

**CLIENT
SCHEDULE**

**FLIGHT
MANIFEST**

**TRANSPORT
SCHEDULE**

**HOSPITALITY
SCHEDULE**

**SECURITY
OVERVIEW**

TRANSPORTATION OVERVIEW

Transport Vendor for 2018 FIFA World Cup

- Each city will have a Host City Manager where if we have any problems onsite, we can call them directly for immediate support
- Must check-in with LAPWING representative upon arrival
- All issues should be communicated with Andrew Stallings and Lindsay Salt

Octagon Host City Management Important Guidelines:

- For Octagon team transportation in Russia, we are utilizing both local transportation and car services
- OCT RUS team will be in charge of their own transport within Moscow (both stadium and airport)
- When arriving in a city, you will always have a car waiting for you at the airport
- When leaving a city from a hotel, book a car for transport to the airport
 - Options: booking with the hotel or Uber
 - All charges should be expensed
- When leaving a city from the stadium, transportation will be provided
- Driver names for each company will be sent out 2 – 3 days in advance

Ground Transportation Changes Procedure for Octagon Host City Managers:

If you need your vehicle in advance (for ex. for the whole day or for arrivals/departures), then please follow these steps

- Please send request to your Transport Manager. Only Andrew Stallings, Lindsay Salt and Dennis Trautwein, have been authorized to book additional transportation
- Please provide pick up, drop off details including location, times, flight number where applicable, passenger numbers and any other special requirements



TRANSPORTATION PROCEDURES

On arrival:

- Driver will meet at the airport export, once bags from baggage claim have been collected.
- Please look for a nameboard sign and/or an Octagon logo for staff transfers and Bud logo for guests transfers
- Driver contacts will be texted on your mobile on the day of the transfer
- For changes please contact your Transport Manager

While on site/ Departures to airport:

- Please use apps like Uber or Yandex Taxi to order taxis via mobile
- Hotel front desk staff can also help with booking your transportation

Stadium Procedures – Match Managers:

Drivers are meant to stay at stadiums for the entire match while onsite.

- Pickup times: kickoff -5 hours
- Pickup locations: Octagon hotels and or airport
- Please provide your driver with match parking pass. We will have 4 Special Marketing Passes per match that are to be distributed to the Match Managers onsite at the opps meeting
- They are to remain in the designated lot until after match



*Name board example

TRANSPORTATION CONTACTS

Octagon Ops Transport Contact:

- Andrew Stallings
- +1 203 423 9417
- +79315824048
- Andrew.Stallings@octagon.com

Octagon Hosp Transport Contact:

- Elena Trofimova
- +79315824044
- Elena.Tromfimova@octagon.com

Lapwing Ops Transport Contact:

- Magnus Leask
- +44 7768 546 643
- magnus.leask@lapwingint.com

Lapwing Hosp Transport Contact:

- George Blake
- +44 7766 493979
- george.blake@lapwingint.com

Lapwing Moscow Transport Contact:

- Konstantin Voronov
- +7 965 4693 024
- Konstantin.Voronov@lapwingint.com

Lapwing Kazan Transport Contact:

- Yana Lapina
- +7 987 1898 119
- Yana.Lapina@lapwingint.com

Lapwing Sochi Transport Contact:

- George Blake
- +44 7766 493979
- george.blake@lapwingint.com

Lapwing St. Petersburg Transport Contact:

- Liza Keleynova
- +7 937 0673 952
- Liza.Keleynova@lapwingint.com

24 HOUR EMERGENCY HOTLINE +7 (495) 798 14 09

FPO

Name	Surname	Contact number	Date	City	Pick Up Time	Pick Up Location	Drop Off	Comments on pick up point (flight or train number, etc.)	Vehicles	Passengers	Luggage	Airport Transfer or Daily Rental
Lindsay	Salt	+1 980 200 6105	12-Jun	Moscow	4:45 AM	DME Airport	InterContinental Moscow Tyverskaya	Flight: BA 237	1	1	Yes	Airport
Dennis	Trautwein	+ 79315824049	12-Jun	Moscow	6:30 PM	SVO Airport	InterContinental Moscow Tyverskaya	Aeroflot SU 2153	1	1	Yes	Airport
Andrew	Stallings	+1 203 423 9417	13-Jun	Moscow	11:15 AM	SVO Airport	InterContinental Moscow Tyverskaya	Aeroflot 103	1	2	Yes	Airport
LeighAnn	Lavalette	+1 203 545 9674				SVO Airport	InterContinental Moscow Tyverskaya	Delta 417				
Lindsay	Salt	+1 980 200 6105	15-Jun	St. Petersburg	9:15 AM	St. Petersburg Train Station	Hotel Indigo	Mark, Lindsay and Olga travel to hotel	1	3	Yes	Airport
Jane	Chudova	+79262584706	15-Jun	St. Petersburg	10:25 AM	LED Airport	Hotel Indigo	Siberia Airlines Flight S 715	1	1	Yes	Airport
Dennis	Trautwein	+ 79315824049	16-Jun	St. Petersburg	8:30 AM	LED Airport	Hotel Indigo	Aeroflot SU 006	1	1	Yes	Airport
Andrew	Stallings	+1 203 423 9417	16-Jun	Kazan	9:30 AM	KZN Airport	DoubleTree by Hilton	Aeroflot 1268	1	2	Yes	Airport
Max	Rudakov		16-Jun	Kazan	9:45 AM	KZN Airport	DoubleTree by Hilton	Siberia S 761				
Lindsay	Salt	+1 980 200 6105	16-Jun	St. Petersburg	10:00 AM	Hotel Indigo	St. Petersburg Stadium	Daily Rental - Driver to stay at the arena	1	2	Yes	Daily
Andre	Schunk	+12037729423	16-Jun	St. Petersburg	3:30 PM	LED Airport	Hotel Indigo	Flight: LH 2564	1	1	Yes	Airport
Lindsay	Salt	+1 980 200 6105	17-Jun	St. Petersburg	1:00 PM	Hotel Indigo	St. Petersburg Stadium	Daily Rental - Driver to stay at the arena Lindsay, Mark and Andre	1	3	Yes	Daily
Dennis	Trautwein	+ 79315824049	17-Jun	St. Petersburg	1:00 PM	Hotel Indigo	St. Petersburg Stadium	Daily Rental - Driver to stay at the arena Dennis, Jane & Olga	1	2	No	Daily
Jane	Chudova	+79262584706	17-Jun									

OCTAGON OPS TRANSPORTATION SCHEDULE JUNE 18 - JUNE 20

FPO

Name	Surname	Contact number	Date	City	Pick Up Time	Pick Up Location	Drop Off	Comments on pick up point (flight or train number, etc.)	Vehicles	Passengers	Luggage	Airport Transfer or Daily Rental
Andre	Schunk	+12037729423	18-Jun	St. Petersburg	4:45 AM	Hotel Indigo	LED Airport	Flight: SU 6563	1	3	Yes	Airport
Dennis	Trautwein	+ 79315824049						Aeroflot SU 003				
Jane	Chudova	+79262584706						Aeroflot SU 6563				
Andre	Schunk	+12037729423	18-Jun	Sochi	10:45 AM	AER Airport	Imeretinskiy Hotel	Flight: SU 6563	1	2	Yes	Airport
Jane	Chudova	+79262584706						Aeroflot SU 6563				
Dennis	Trautwein	+ 79315824049	18-Jun	Moscow	9:30 AM	SVO Airport	InterContinental Moscow Tyverskaya	Aeroflot SU 003	1	1	Yes	Airport
Andrew	Stallings	+1 203 423 9417	18-Jun	Kazan	1:00 PM	DoubleTree by Hilton	Kazan Arena	Daily Rental - Driver to stay at the arena Andrew, Jane S., Max	1	3	No	Daily
Lindsay	Salt	+1 980 200 6105	18-Jun	Moscow	2:46 PM	Moscow Train Station	Multiple Locations	Daily Rental - Driver to be available for multiple transfers Lindsay, Mark, Olga	1	3	Yes	Daily
LeighAnn	Lavalette	+1 203 545 9674	18-Jun	Sochi	3:00 PM	AER Airport	Imeretinskiy Hotel	Aeroflot 1122	1	1	Yes	Airport
Dennis	Trautwein	+ 79315824049	18-Jun	Moscow	4:00 PM	InterContinental Moscow Tyverskaya	Spartak Arena	Daily Rental - Driver to stay at the arena	1	2	No	Daily
Andrew	Stallings	+1 203 423 9417	19-Jun	Moscow	1:00 PM	SVO Airport	InterContinental Moscow Tyverskaya	Aeroflot 1191	1	1	Yes	Airport
Andy	Meldrum	xxx	19-Jun	Moscow	10:40 PM	SVO Airport	InterContinental Moscow Tyverskaya	Flight: SU 2473 from NICE	1	1	Yes	Airport
LeighAnn	Lavalette	+ 79315824028	19-Jun	Sochi	1:00 PM	Imeretinskiy Hotel	Fisht Stadium	Daily Rental - Driver to remain at the stadium LeighAnn, Andre, Jane C"	1	3	Yes	Daily
Jen	Caruso	+12038981998	19-Jun	Moscow	2:15 PM	SVO Airport	InterContinental Moscow Tyverskaya	Flight: AF 1044	1		Yes	Airport
Lindsay	Salt	+1 980 200 6105	20-Jun	Moscow	10:00 AM	InterContinental Moscow Tyverskaya	Spartak Arena	Daily Rental - Driver to stay at the arena	1	4	Yes	Daily
Andre	Schunk	+12037729423	20-Jun	Moscow	2:40 PM	SVO Airport	InterContinental Moscow Tyverskaya	Flight: SU 1133	1	1	Yes	Airport

OCTAGON OPS TRANSPORTATION SCHEDULE JUNE 21 - JUNE 24

FPO

Name	Surname	Contact number	Date	City	Pick Up Time	Pick Up Location	Drop Off	Comments on pick up point (flight or train number, etc.)	Vehicles	s	Luggage	or Daily Rental
Jane	Shlenova	+79099133313	21-Jun	Kazan	9:45 AM	KZN Airport	DoubleTree by Hilton	Siberia Airlines S 761	1	1	Yes	Airport
Lindsay	Salt	+1 980 200 6105	21-Jun	Moscow	1:00 PM	InterContinental Moscow Tyverskaya	Spartak Arena	Daily Rental - Driver to stay at the arena Lindsay, Dennis, Andrew	1	3	Yes	Airport
Lucas	Herscovici	xxx	21-Jun	Moscow	1:50 PM	DME Airport	Spartak Arena	Flight: OS 601 Daily Rental - Driver to stay at the arena	1	1	Yes	Daily
Max	Rudakov	+79260491279	21-Jun	St. Petersburg	2:05 PM	LED Airport	Hotel Indigo	UT 359	1	1	Yes	Airport
Jen	Caruso	+12038981998	21-Jun	Moscow	3:30 PM	InterContinental Moscow Tyverskaya	Spartak Arena	Daily Rental - Driver to stay at the arena Jen, Mark, Chris, Andy	1	4	No	Daily
Andre	Schunk	+12037729423	21-Jun	Moscow	3:30 PM	InterContinental Moscow Tyverskaya	Spartak Arena	Daily Rental - Driver to stay at the arena Andre, Brian Perkins,	1	3	No	Daily
LeighAnn	Lavalette	+ 79315824028	21-Jun	Sochi	1:00 PM	Imeretinskiy Hotel	Fisht Stadium	"Daily Rental - Driver to remain at the arena LeighAnn, Jane C"	1	2	Yes	Daily
Andy	Meldrum	xxx	22-Jun	Moscow	6:00 AM	InterContinental Moscow Tyverskaya	VKO Airport	Flight: SU 6639 Andy and Lucas	1	2	Yes	Airport
Dennis	Trautwein	+ 79315824049	22-Jun	Kazan	9:30 AM	KZN Airport	DoubleTree by Hilton	Aeroflot SU 1268	1	1	Yes	Airport
Max	Rudakov	xxx	22-Jun	St. Petersburg	1:00 PM	Hotel Indigo	St. Petersburg Stadium	Daily Rental - Driver to stay at the arena Andrew & Max	1	2	No	Daily
Andrew	Stallings	+1 203 423 9417	22-Jun	St. Petersburg								
Dennis	Trautwein	+ 79315824049	22-Jun	Kazan	4:00 PM	DoubleTree by Hilton	Kazan Arena	Daily Rental - Driver to stay at the arena Dennis & Jane S	1	2	No	Daily
Jane	Shlenova		22-Jun	Kazan	4:00 PM							
Andre	Schunk	+12037729423	23-Jun	Moscow	3:00 AM	InterContinental Moscow Tyverskaya	DME Airport	Flight: LH1451	1	1	Yes	Airport
Jen	Caruso	+1 203 898 1998	23-Jun	Moscow	2:30 AM	InterContinental Moscow Tyverskaya	SVO Airport	Flight: DL 9630	1	1	Yes	Airport
Lindsay	Salt	+1 980 200 6105	24-Jun	Sochi	11:25 AM	AER Airport	Imeretinskiy Hotel	Aeroflot 1134	1	1	Yes	Daily
Andrew	Stallings	+1 203 423 9417	24-Jun	St. Petersburg	1:00 PM	Hotel Indigo	St. Petersburg Stadium	Daily Rental - Driver to stay at the arena Andrew & Max	1	2	No	Daily
Dennis	Trautwein	+ 79315824049	24-Jun	Kazan	1:00 PM	DoubleTree by Hilton	Kazan Arena	Daily Rental - Driver to stay at the arena Dennis & Jane S.	1	2	No	Daily

OCTAGON OPS TRANSPORTATION SCHEDULE JUNE 25 – JULY 2

FPO

Name	Surname	Contact number	Date	City	Pick Up Time	Pick Up Location	Drop Off	Comments on pick up point (flight or train number, etc.)	Vehicles	PAX	Luggage	Transfer or Daily Rental
Andrew	Stallings	+1 203 423 9417	25-Jun	Moscow	1:00 PM	InterContinental Moscow Tyverskaya	Spartak Arena	Daily Rental - Driver to stay at the arena	1	1	No	Daily
LeighAnn	Lavalette	+ 79315824028	25-Jun	Sochi	1:00 PM	Imeretinskiy Hotel	Fisht Stadium	"Daily Rental - Driver to remain at the stadium LeighAnn, Jane C"	1	2	Yes	Daily
Dennis	Trautwein	+ 79315824049	25-Jun	Sochi	1:30 PM	AER Airport	Fisht Stadium	Daily Rental - Driver to stay at the arena UT 249	1	1	Yes	Daily
Dennis	Trautwein	+ 79315824049	26-Jun	Kazan	7:00 PM	KZN Airport	DoubleTree by Hilton	Siberia S7 079	1	1	Yes	Airport
Lindsay	Salt	+1 980 200 6105	27-Jun	Kazan	5:50 PM	KZN Airport	DoubleTree by Hilton	Aeroflot 1192 Lindsay & Mark	1	2	Yes	Daily
Andre	Schunk	+1 203 722 9423	27-Jun	Kazan	4:15 PM	KZN Airport	DoubleTree by Hilton	Siberia S7 65	1	1	Yes	Airport
Jane	Chudova	+79262584706	28-Jun	Sochi	3:35 PM	AER Airport	Imeretinskiy Hotel	Siberia Airlines S 71023	1	1	Yes	Airport
Lindsay	Salt	+1 980 200 6105	28-Jun	Kazan	5:00 PM	DoubleTree by Hilton	Kazan Arena	Daily Rental - Driver to stay at the arena Lindsay, Dennis, Jane S, Mark, Masha D	2	6	No	Daily
Mark	Zarthar	+1 781 864 6767	29-Jun	Moscow	11:55 AM	SVO Airport	InterContinental Moscow Tyverskaya	Aeroflot 1121	1	1	Yes	Airport
Dennis	Trautwein	+ 79315824049	29-Jun	Sochi	12:00 PM	AER Airport	Imeretinskiy Hotel	Siberia S7 1045	1	1	Yes	Daily
Lindsay	Salt	+1 980 200 6105	29-Jun	Sochi	3:05 PM	AER Airport	Imeretinskiy Hotel	Aeroflot 1122	1	2	Yes	Daily
Andre	Schunk	+1 203 722 9423	30-Jun	St. Petersburg	12:55 PM	LED Airport	Hotel Indigo	Ural U6 548	1	1	Yes	Airport
Lindsay	Salt	+1 980 200 6105	30-Jun	Moscow	1:40 PM	SVO Airport	InterContinental Moscow Tyverskaya	Aeroflot 1130	1	1	Yes	Airport
Dennis	Trautwein	+ 79315824049	30-Jun	St. Petersburg	8:30 PM	AER Airport	Hotel Indigo	Aeroflot SU 6564	1	2	Yes	Airport
Jane	Chudova	+79262584706										
Lindsay	Salt	+1 980 200 6105	1-Jul	Moscow	10:00 AM	InterContinental Moscow Tyverskaya	Spartek Arena	Daily Rental - Driver to stay at the arena	1	4	Yes	Daily
Dennis	Trautwein	+ 79315824049	2-Jul	St. Petersburg	1:00 PM	Hotel Indigo	St. Petersburg Stadium	Daily Rental - Driver to stay at the arena	1	1	No	Daily
Lindsay	Salt	+1 980 200 6105	2-Jul	Moscow	3:05 PM	InterContinental Moscow Tyverskaya	Spartek Arena	Daily Rental - driver to stay at the stadium Lindsay, Mark	1	2	Yes	Daily

TRANSPORTATION PROCEDURES - TRAINS

Booking High Speed Trains:

Please go to <http://pass.rzd.ru/main-pass/public/en>

Login: Octagon_Worldwide

Password: Octagon2018

- To book you need to provide your full passport details
- Your order can be paid by VISA or MasterCard. AMEX is not accepted
- Most of the trains allow electronic check-in while purchasing the ticket
- We recommend to use this option and save the ticket with a barcode from the website page
- When boarding the train ensure you have your boarding pass (ticket with a barcode). Confirmation of the purchase will not be accepted as a ticket