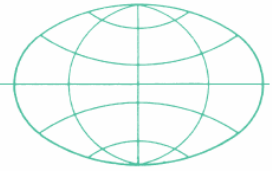


# Messe · Reisen · Falk

Expo Travel Group · Ratingen · Berlin · Moscow

Messe-Reisen Falk GmbH · Postfach 23 20 · 40845 Ratingen



Wir sind die Spezialisten für Reisen zu allen Messen und Ausstellungen, Kongresslogistik, Delegations- und Geschäftsreisen weltweit.

## CTT 2010 Moscow, June 1<sup>st</sup> – 5<sup>th</sup>



January 2010

Dear Sirs,

we are specialized in travel to fairs and exhibitions all over the world and would like to offer, in cooperation with IMAG GmbH, our proposals for your trip to Moscow.

The exhibition will take place at the **International Exhibition Center Crocus Expo**.

**Messe-Reisen Falk office in Moscow is now located at WORLD TRADE CENTER next to Hotel Crowne Plaza.**

Our well trained staff knows the ins and outs in Moscow and is ready to assist you in all travel related services.



### Our Service:

- *Airport transfer*
- *Shuttle to the exhibition*
- *Restaurant recommendation*
- *Tickets for theatre (e.g. Bolschoi)*
- *Sightseeing*
- *Interpreters etc.*

**With us you will get everything out of one source:**

**Flights, Hotel, Transfers and Visa**

Our room-rates in Moscow: (all rates include full American breakfast and 18 % VAT)

**Cheaper weekend rates in nearly all hotels possible!**



**Hotel Aquarium**

New Middleclass-hotel **directly on the exhibition ground**

Single room/Standard with river view € 140,00/night  
incl. breakfast and 18 % VAT



**Hotel Art**

Middleclass-hotel in park setting

***Distance to the exhibition approx. 12 km***

Single room/Standard € 145,00/night  
incl. breakfast and 18 % VAT



**Hotel Aerostar**

4-star hotel , 2008 completely renovated and opened new

***Distance to the exhibition approx. 13 km***

Single room/Standard € 198,00/night  
incl. breakfast and 18 % VAT



**Hotel Marriott Tverskaja**

Firstclass-hotel in the city center

***Distance to the exhibition approx. 16 km***

Single room/Standard € 275,00/night  
incl. breakfast and 18 % VAT



**Hotel Golden Ring**

Firstclass–hotel, near the Foreign Ministry

***Distance to the exhibition approx. 20 km***

Single room/Standard up from € 220,00/night  
incl. breakfast und 18 % VAT



**Hotel Arbat**

Good Middleclass–hotel close to the Arbat - pedestrian area

***Distance to the exhibition approx. 20 km***

Single room/Standard € 180,00/night  
Single room/Deluxe € 210,00/night  
incl. breakfast and 18 % VAT



**Hotel Metropol**

Luxury hotel on the „Red Place“

***Distance to the exhibition approx. 22 km***

Single room/Standard King up from € 298,00/night  
incl. breakfast and 18 % VAT



**Hotel President**

Very good Middleclass-hotel in the city centre

***Distance to the exhibition approx. 23 km***

Single room/Standard € 195,00/night  
Single room/Deluxe € 225,00/night  
incl. breakfast and 18 % VAT



**Hotel Park Inn Sadu**

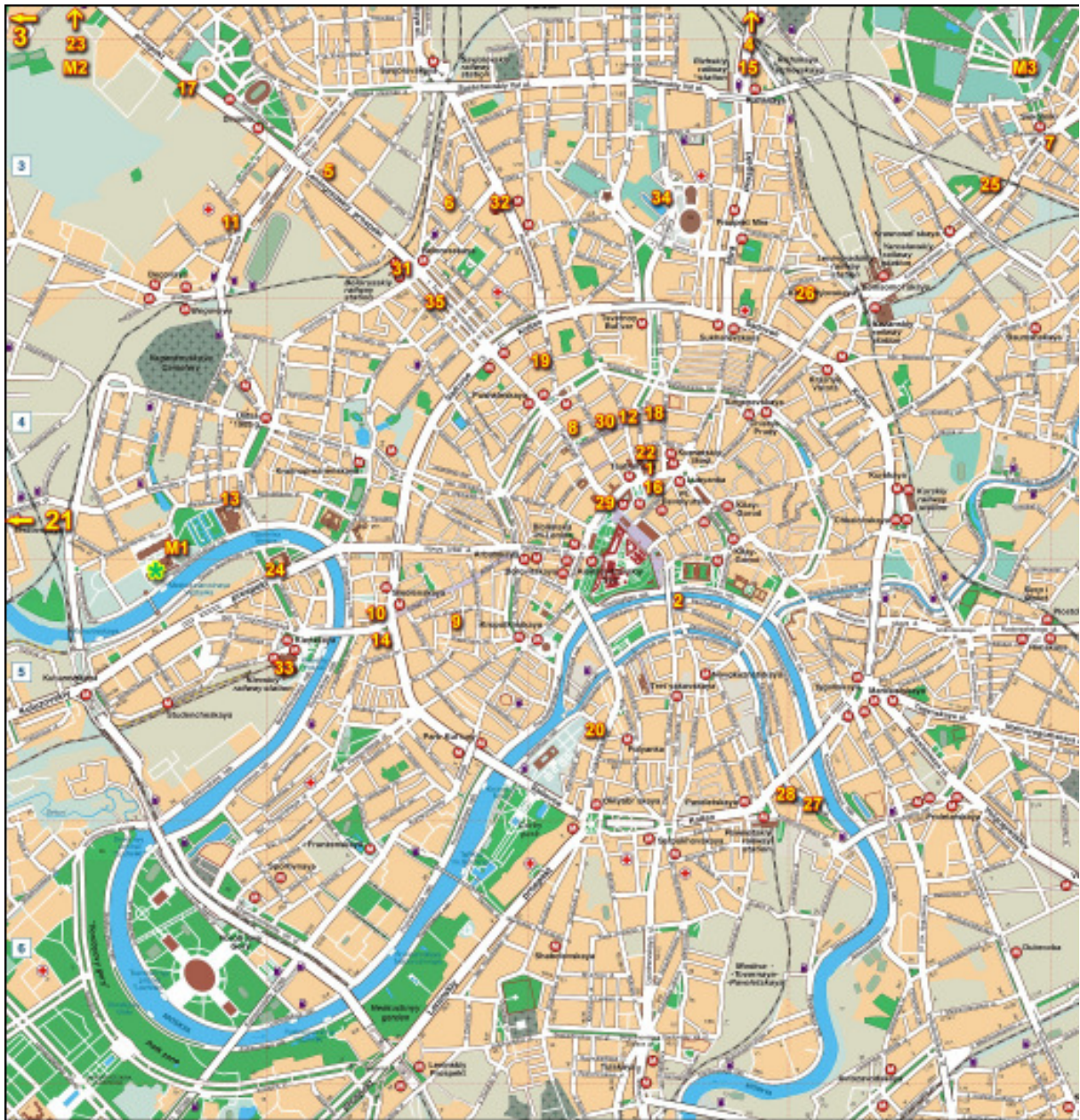
Good Middleclass-hotel in the city centre

***Distance to the exhibition approx. 23 km***

Single room/Standard up from € 179,00/night  
incl. breakfast and 18 % VAT

All above mentioned room rates include full American breakfast and 18 % VAT

For more hotel information please visit our website [www.messe-reisen.de](http://www.messe-reisen.de).



Messegelände: M1: Expositon Krasnaja Presnja		M2: Crocus Expo	M3: Sokolniki	* Messe Reisen Falk Moskau
1 Ararat Park Hyatt	8 Hotel Akvarel	15 Hotel Kosmos	22 Hotel Savoy	29 Le Meridien National
2 Baltschug Kempinski	9 Hotel Arbat	16 Hotel Metropol	23 Hotel Ochotnik	30 Marriott Royal Aurora
3 Art Hotel	10 Hotel Belgrad	17 Hotel Aerostar	24 Hotel Ukraina	31 Marriott Tverskaya
4 Dinaoda	11 Hotel Bega	18 Hotel Peter I	25 Hotel Borodino	32 Novotel Moskau Center
5 Historical Sovietsky	12 Hotel Budapest	19 Golden Apple	26 Hotel Volga	33 Radisson Slavanskaja
6 Holiday Inn Lesnaja	13 Hotel Crowne Plaza	20 Hotel President	27 Katerina City	34 Renaissance Moskau
7 Holiday Inn Sokolniki	14 Hotel Golden Ring	21 Hotel Proton	28 Krasnye Holmy	35 Sheraton Palace

Ausführliche Informationen finden Sie auf unserer Homepage unter: [www.messe-reisen.de](http://www.messe-reisen.de) - Leistungen - Messehotels - Moskau

## Arriving at the Airport

There are several airports surrounding Moscow.

The Moscow **Sheremetjevo** Airport is located about 45 min. from downtown Moscow (regarding normal traffic conditions). **Sheremetjevo 2** is the most important one for international arrivals.

The other major international airport is **Domodedovo**, located about 90 min. from the city centre.



According to your flightreservation we also will arrange a transfer from the airport to the hotel or Exhibition Centre and vice versa:

**Airport Sheremetyevo (SVO) – Hotel / Exhibition Centre: € 69,-**

**Airport Domodedovo (DME) – Hotel / Exhibition Centre: € 79,-**

(Prices are shown per way, for a maximum of 2 people per vehicle)

Minibus (3-7 people):€ 130,-/Way (SVO); € 160,-/Way (DME)

**For Transfers between 10 pm and 6 am a night-surcharge of € 20,- will be charged**

## Flights to Moscow

There exist good connections from all points of origin to Moscow, either travelling directly or via a major gateway e.g. Frankfurt International.

Please ask for accurate fares and schedules from your closest airport to Moscow.

### For your agenda:

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
	30	31	01	02	03	04	05	06	07
<b>June, 01<sup>st</sup> – 05<sup>th</sup></b>	<b>CTT 2010</b>								

## Visa for Russia

For travelling to Russia it is necessary to apply for a Visa. It is based on an invitation letter which we either provide in connection with a confirmed hotel reservation (tourist Visa) or an official invitation (business visa).

As you are a delegate to an official event, we recommend to apply for a business visa. Before starting the procedure please ask the Russian embassy of your country of citizenship if they accept a telex invitation or an original.

We need the following information:

- full company address with telephone and fax number
- list of the cities which will be visited during your stay in Russia
- your business partner in Russia with full address details
- name of the hotel you are staying in
- embassy where your visa will be issued
- scanned passport copy via email (up to 1 MB, JPG-File, b/w)



It takes approx. 15 working days to receive the invitation (German/Russian holidays are no working days)

### Costs for visa invitation:

-**Tourist invitation** in connection with a hotel reservation is mostly free of charge (except Hotel Arbat, President € 80,--/Hotel Crowne Plaza € 60,--)

-**Telex invitation** (passport data will be transmitted via telex to the embassy, you will get a confirmation via email; Visa will be valid for 1 month with a single entry)  
up from € 175,-- per passport (depending on duration of work)  
€ 90,-- Handling Fee

-**Paper Invitation** (original document will be sent via DHL Courier service to your company; Visa is valid for one month with a single entry)

up from € 110,-- per passport (depending on duration of work)  
€ 90,-- handling fee  
approx. US \$ 110,-- courier costs



Together with the original passport, 1 passport photograph, visa application form and copy of health insurance you can apply for a visa in your country.

**Invitations will be processed only as soon as our fees have been paid, either via creditcard (VISA or Mastercard) or bank draft**

SWIFT BIC: COBA DE FF or IBAN No: DE 60 3004 0000 083 66 353 00 only for Commerzbank AG  
Branch code: 300 400 00 Account-No.: 8 366 353 00

**We expressly would like to point out that we can not be held liable or be responsible for invitations which arrive late or at short notice. Neither can we be held liable or responsible for visa which are not issued in time.**

**Our conditions for reservation, payment and cancellation**

Please send us your booking order in writing by Fax or e-mail. After receiving our confirmation and invoice, the whole amount will be payable 30 days before beginning the trip. Your travel documents will be sent out only upon receipt of full pre-payment. All information stated is accurate in Januar 2010.

In view of possible changes on the part of contractors, we reserve the right to make alterations to the arrangements and prices at any time, even at short notice before departure. You are entitled to withdraw or alter your booking at any time. Up to 30 working days before the date of departure, a booking fee of € 50,- will be charged.

**Our charges for the cancellation of hotel reservations are:**

- up to 30 working days before departure date € 50,00
- up to 10 working days before departure date € 100,00
- up to 5 working days before departure date € 100,00 plus the equivalent for 1 night stay
- up from 4 working days before departure date 100% of the hotel costs

No reimbursement will be made in case a) of failure to take part in the trip without previous cancellation or b) of return before the due date. No reimbursement can be made for unused transfers. A Travel-Cancellation-Cost-Insurance is recommended. If you would like information on other travel-insurances such as luggage-accident-or sickness-insurance etc. please contact us. Your booking order will be forwarded to hotels immediately and thus becomes binding. Please note that our conditions of cancellation will also apply in full should the booking be withdrawn before confirmed. These conditions also apply in case of force mayor cancellations. We exclusively offer our services due to our contract conditions which are based on the recommendation of the German-Travel-Agent-Board and which will be sent on request. If you need further information please do not hesitate to contact us:

For questions or any further information please do not hesitate to contact us:

**Mrs. Andrea Clemens** Tel. +49-2102-745112 E-Mail: [a.clemens@messe-reisen.de](mailto:a.clemens@messe-reisen.de)  
**Mrs. Antonia Falk** Tel. +49-2102-745118 E-Mail: [a.falk@messe-reisen.de](mailto:a.falk@messe-reisen.de)  
**Mr. Carsten Weertz** Tel. +49-2102-745114 E-Mail: [c.weertz@messe-reisen.de](mailto:c.weertz@messe-reisen.de)

We would be very pleased, if you would entrust us for your travel plans and remain as

yours faithfully,

**M E S S E – R E I S E N**  
**Falk GmbH**

visit our website: [www.messe-reisen.de](http://www.messe-reisen.de)

## Reservations & Booking Form

Please send this booking form by fax (++49-2102-41762) to MESSE-REISEN FALK or via e-mail to:  
[a.clemens@messe-reisen.de](mailto:a.clemens@messe-reisen.de)  
[a.falk@messe-reisen.de](mailto:a.falk@messe-reisen.de)  
[c.weertz@messe-reisen.de](mailto:c.weertz@messe-reisen.de)

### CTT

### Moscow, June 01<sup>st</sup> – 05<sup>th</sup> 2010

Hereby we order following services :

#### 1. Accommodation in Moscow:

Day of arrival \_\_\_\_\_

Day of departure \_\_\_\_\_

Hotel \_\_\_\_\_

Room type \_\_\_\_\_

Name(s) 1. \_\_\_\_\_

2. \_\_\_\_\_

2. Please ask us for competitive rates for flights to Moscow and select your favourite airline and point of departure:

Preferred airport of departure \_\_\_\_\_

Business - Class

Economy – Class

3. Transfers Airport – Hotel – Airport wanted: yes  no

4. Visa Support / Letter of invitation wanted: yes  no

- for business visa

- for tourist visa

5. Payment : Bank transmission or credit card payment, EC/MASTERCARD, VISA.  
In case of bank transmission a banking fee of € 13,00 per invoice will be charged.

In case of credit card payment we will charge 2% of the total amount.

Bank transmission  Credit card

Credit card number : \_\_\_\_\_ valid thru \_\_\_\_\_

We accept the reservation, payment and cancellation conditions

Name/Adress of company:

Signature:

Telephone:

email:

Telefax: