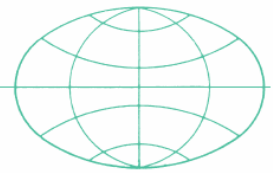


# Messe · Reisen · Falk

Expo Travel Group · Ratingen · Berlin · Moscow



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

October 2010

**CPM**  
COLLECTION  
PREMIÈRE  
MOSCOW



## **CPM, February 21<sup>th</sup> – 24<sup>th</sup> 2011** **Exhibition Center Krasnaja Presnja (ZAO Expocentre)**

Dear Sir or Madam,

you are looking for hotel rooms? Best priced and located near fair ground?

### **With us you will get all from one single source:**

Accommodation, flight, transfer, visa support and local service.

Competitive, fast and easy professional.

Our hotel suggestions: (Our rates include breakfast and 18% VAT)



### **Hotel Crowne Plaza**

Deluxe-hotel located close to the exhibition centre;  
restaurants, health-club, shops

***Distance to fair ground approx. 1 km***

single room, standard  
weekend-rate (FRI-MON)  
incl.breakfast and 18% VAT

**€ 238,00/night**  
**€ 178,00/night**

***Bus shuttle to exhibition site free of charge!***



### Hotel Golden Ring

First-Class-hotel, near the department of foreign affairs.  
**Distance to fair ground approx. 4 km.**

Single room Deluxe	<b>€ 228,00/night</b>
Weekend rate (friday-monday) incl.breakfast and 18 % VAT	<b>€ 188,00/night</b>

**Bus shuttle to exhibition site free of charge!**



### Hotel Radisson Royal

New First class-hotel in the city centre (former known as Hotel UKRAINA)  
**Distance to the exhibition approx. 2 km**

Single room/Superior	<b>€ 330,00/night</b>
Weekend rate (friday-monday)	<b>€ 188,00/night</b>

incl. breakfast and 18% VAT

**Bus shuttle to exhibition site free of charge!**



### Hotel Arbat

Good middle class-hotel close to the Arbat-pedestrian area  
**Distance to the exhibition approx. 5 km**

Single room/Standard monday-friday	<b>€ 185,00/night</b>
Single room/Standard friday-monday	<b>€ 155,00/night</b>
Single room/renovated monday-friday	<b>€ 198,00/night</b>
Single room/renovated friday-monday	<b>€ 168,00/night</b>

incl. breakfast and 18% VAT

**Bus shuttle to exhibition can be organized**



### Hotel Proton

Good middleclass - hotel in a quiet park setting. Standard rooms are not equipped with AC.  
**Distance to the exhibition approx. 5 km.**

Single room Standard	<b>€ 168,00/night</b>
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incl.breakfast and 18% VAT

**Bus shuttle to exhibition can be organized**

We will be delighted to book all other hotels in Moscow for you as well at rates updated daily. Visit us for more information at [www.messe-reisen.de](http://www.messe-reisen.de) Here you will find further hotel descriptions as well as city maps.

### **Flight 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.

### **Airport transfer**

According to your hotel reservation we also will arrange a transfer from the airport to the hotel or exhibition centre and vice versa (max. 2 persons per car):

<b>Car economy-class</b>	<b>€ 59,00 per way</b>
<b>Car business-class</b>	<b>€ 68,00 per way</b>



**Messe-Reisen  
Falk Moskau**

### **Our office in Moskau**

You will find us at the WORLD TRADE CENTER next to Hotel Crowne Plaza. Our German and English speaking staff will be happy to assist you in all travel related services. Thus our service does not end with handing out your travel documents – we will continue to be at your service right on site!

**Address:** 12 Krasnopresnenskaya Nab., 123610 Moskau  
World Trade Center, office 1023  
Phone: +7 495 258 2066, +7 495 258 2067, Fax: +7 495 258 2068

## **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).

<b>tourist visa</b> (only valid during booked hotel stay)	<b>invitation</b> usually free of charge
<b>business visa</b> (valid at least for 1 month)	from € 90,--
<b>handling fee</b>	€ 90,--

**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.**

Do you have any queries or comments? We are looking forward to be at your service!

### **Your expert team:**

Andrea Clemens	Tel. 02102-7451-12	e-mail: <a href="mailto:A.Clemens@messe-reisen.de">A.Clemens@messe-reisen.de</a>
Antonia Falk	Tel. 02102-7451-18	e-mail: <a href="mailto:A.Falk@messe-reisen.de">A.Falk@messe-reisen.de</a>
Carsten Weertz	Tel. 02102-7451-14	e-mail: <a href="mailto:C.Weertz@messe-reisen.de">C.Weertz@messe-reisen.de</a>

With kind regards,

**Messe – Reisen Falk GmbH**



## Reservation form for CPM 2011

Telefax to +49-(0)2102-41762  
Messe-Reisen Falk GmbH  
Kaiserswerther Str.87  
40878 Ratingen

**Contact:**  
Mrs. Andrea Clemens phone: +49-(0)2102-745112  
Mrs. Antonia Falk phone: +49-(0)2102-745118  
Mr. Carsten Weertz phone: +49-(0)2102-745114

### Hotel:

1.room from until single room  double room

Traveller: surname: first name:

2.room from until single room  double room

Traveller: surname: first name:

**Flight booking** from to airline:

economy-Class  business-Class

LH Miles & More No. Other Bonus No.

### Additional services

Airport transfer arrival / departure Yes  No   
Exhibition transfer Yes  No   
Visa support / Letter of invitation wanted: Yes  No   
    For business visa   
    For tourist visa

**Billing adress:** (in case of bank transmission a banking fee of € 13,00 per invoice will be charged)

Company name:	Contact person:
Street:	Postcode, City:
Phone-no.:	Telefax-no.:
e-mail:	Mobile phone-no. of the traveller
VAT-ID	

Herewith do I/we declare that I/we agree totally with the booking regarding to the details stated above.  
I/we declare that I/we will pay for the corresponding costs as stated in the offer.  
I/we have been informed that exclusively I am/we are the party of this contract with Messe-Reisen Falk.  
Should the payment be realized via credit cards we have to charge 2% excluding VAT as a disagio fee.

**I/we accept the reservation, payment and cancellation conditions.**

City, date Name, company Signature

## Booking, payment and cancellation conditions

Please submit your booking order in writing using the attached registration form. Together with our travel confirmation you will receive a down payment bill to the value of EUR 250.00. The remaining amount is due 28 days before the start of travel. You will receive the travel documents following completion of payment. Please provide the correct billing address as subsequent alterations to the bill generate considerable additional bookkeeping work for which we charge a fee of € 10.00 plus VAT for every such change. The credit cards Air Plus, Eurocard and Visa are accepted as means of payment. For Payment with Creditcards we have to charge a disagio fee of 2%.

All information provided is correct as of October 2010. In case of possible changes on the side of the service providers, we reserve the right to make changes to the price and services provided at any time prior to travel, even at short notice. Our prices, dependent on the hotel, are based on Euros, US Dollars and Roubles. We reserve the right to make price changes in the event of exchange rate fluctuations.

The dispatch of documents is carried out exclusively at the risk of the customer. If, in the event of short term bookings, confirmations and issuing of visas, dispatch via courier proves necessary, the costs and the risks of timely delivery are carried by the customer. We are not liable for any errors or omissions on the part of the courier or postal service.

You can cancel or change your booking at any time. Rebookings are carried out where possible and are subject to a charge of € 50.00 up to 30 days before the start of travel. Furthermore, the corresponding conditions and fees of the scheduled airlines also apply in the event of cancellation or rebooking. With a range of special tariffs, the ticket is issued and charged at the time of booking in order to guarantee the reservation and the corresponding price.

**The cancellation of flight bookings are subject to the respective cancellation fee plus the respective service fee and VAT.**

### In the event of the cancellation of hotel bookings we charge:

- up to 30 working days before the start of travel € 50.00 per person
- up to 10 working days before the start of travel € 100 per person
- up to 5 working days before the start of travel € 100.00 plus the cost of 1 overnight stay in the hotel per person
- 4 working days before the start of travel and less 100 % of the hotel costs (e.g. Krasnye Holmy etc. in Moscow), furthermore a reimbursement of the hotel costs is only possible subject to resale.
- In the event of a failure to travel without prior cancellation, i.e. an earlier return, a reimbursement is generally only possible following consultation with the service providers.

### In the event of the cancellation of package holidays or trade fair packages, we charge

- up to 30 working days before the start of travel € 150 per person
- up to 10 working days before the start of travel € 200 per person
- up to 5 working days before the start of travel € 200 plus the cost of 1 overnight stay in the hotel per person
- 4 working days before the start of travel and less 100 % of the hotel costs (e.g. Krasnye Holmy etc. in Moscow), furthermore a reimbursement of the hotel costs is only possible subject to resale. With flight tickets, the corresponding conditions of the airline apply.
- In the event of a failure to travel without prior cancellation, i.e. an earlier return, a reimbursement is generally only possible following consultation with the service providers.

### Conferences, delegations and group travel

Here special booking, payment and cancellation conditions apply which are agreed with the respective service providers (hotels, airlines, subagents) on a project by project basis.

#### Travel contract conditions

We operate exclusively according to our travel conditions, compiled on the basis of the recommendations of the German Association of Travel Agents, which can be sent on request.

Your booking order is binding for us and is forwarded immediately. Please note that even in the event of a cancellation before a booking confirmation has been issued our cancellation fees apply in full. We recommend the completion of a **travel cancellation expenses insurance**. We are also happy to provide you with information on further insurance such as luggage, travel accident and travel health insurance. If rooms are not available as booked and confirmed due to measures or decisions taken by government bodies, we will undertake to provide our customers with the best possible alternative accommodation.

Our booking, payment and cancellation conditions remain valid even if the event is cancelled on political or economic grounds, due to natural or other catastrophes or other reasons, or participation is not recommended.

#### Liability

We operate on behalf of the travel participant in respect of all services solely as a broker for the individual service providers, hotels, carriers and airline companies, against whom all performance and compensation claims are to be asserted. In particular, we are not liable for damages incurred by persons and their property resulting from accidents, delays, losses and other irregularities. Participation in day trips is at one's own risk. We are not liable for adverse effects on the trip as a result of force majeure (e.g. war, disturbances, strike, epidemics) flight cancellations or rerouting. Eventual additional costs are carried by the travel participant. Eventual complaints are to be reported to the service provider immediately, together with the company MESSE-REISEN FALK GmbH.

#### Certificate of Insurance for travel costs:

In accordance with Section 561k of the German Civil Code (BGB), the tour operator is obliged to issue travellers with a Certificate of Insurance in order to safeguard customer finances. With package holidays, our customers receive a Certificate of Insurance together with the invoice.

**Place of jurisdiction** Duesseldorf

Messe-Reisen Falk GmbH  
Kaiserswerther Str.87  
40878 Ratingen, Germany

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