

Dear Sir or Madam,

the upakovka starts in January 2018 and you as an exhibitor are planning your trip?

We, Messe-Reisen Falk, are the official travel organisator for the german participation of the upakovka. Your benefits from this are:



attractive flight offers at special conditions



selected trade fair hotels from our portfolio



comprehensive support and handling for all required visa



organisation of local services like transfer, tour guidance, procurement of foreign currencies or leasing of meeting rooms



me as your personal contact, directly in the department of the specific trade fair project

My advice:

In order to ensure that your journey is not only successful, but also highly enjoyable, make sure to book one of our selected trade fair hotels - e.g. the 4-star Novotel Moscow City, single room incl. breakfast from € 218,-- located directly at the fair ground!

You can call me at the following number: [0049-2102-7451-12](tel:0049-2102-7451-12) or send me an E-Mail to: a.clemens@messe-reisen.de.

Best greetings from Ratingen, we look forward to your call!

Andrea Clemens

Project Manager Trade Fairs / Business Travel



We have selected these exhibition hotels for you:

Novotel Moscow City ****

Within walking distance

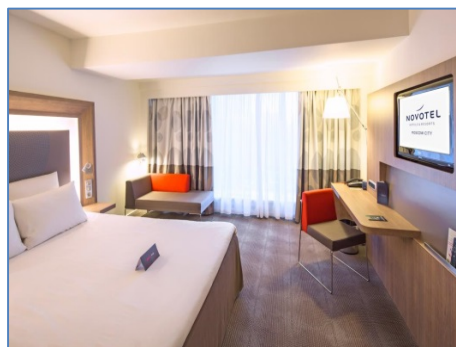
The hotel is located in the center of the new business district Moscow City. The ExpoCenter is a 5-minute walk away. The Kremlin and the Red Square are about 5 km away. The subway station is also just a minute away from the hotel.

The hotel has a wellness center, a gym and a 24-hour front desk. The MC Trader Lounge Bar offers a selection of drinks and snacks. The restaurant serves international and Russian cuisine.

The spacious, air-conditioned rooms are elegantly furnished. Free Wi-Fi.

Single room incl. breakfast and 18% Tax **€218,00**

Minimum stay: 22.-26.01.2018

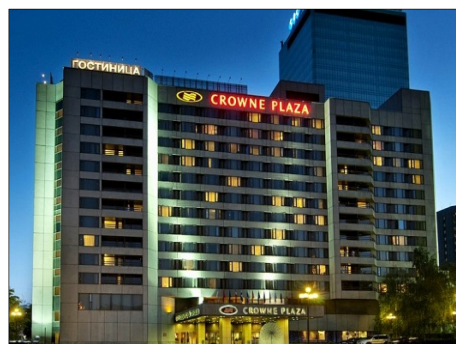


Hotel Crowne Plaza *****

About 700 m from the exhibition grounds

The hotel is a 10-minute walk from the exhibition grounds. It offers several restaurants, cafes, and a fitness center. All rooms are equipped with a flat-screen TV; Iron / ironing board, safe, tea and coffee making facilities. Bathrooms are equipped with bathrobes, hair dryers and makeup mirrors. Free Wi-Fi.

Single room incl. breakfast and 18% Tax **€215,00**

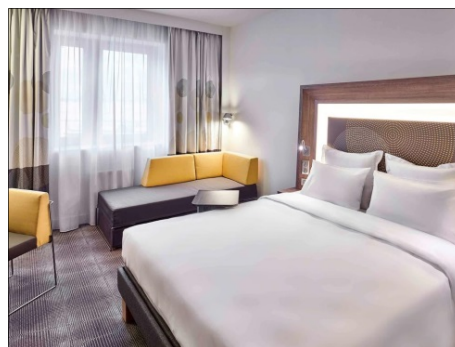


Hotel Novotel Kievskaya ****

About 5 km from the exhibition grounds

New and modern 4 star hotel in the heart of Moscow with good location to the Expocenter. The rooms are spacious and decorated in light colors. The hotel has a restaurant, bar, spa and fitness center. Free Wi-Fi.

Single room incl. breakfast and 18% Tax **€ 145,00**



Hotel Radisson Slavyanskaya ****

About 3 km from the exhibition grounds

Popular 4-star hotel on the banks of the Moskva River with a panoramic view of the Moscow skyline. 427 rooms, several restaurants, fitness center and boutiques. Free Wi-Fi.

Single room incl. breakfast and 18% Tax **€ 149,00**



Hotel Golden Ring ****

About 4 km from the exhibition grounds

First class hotel near the famous Arbat pedestrian zone. Elegant rooms, restaurant with panoramic views of the city, lobby bar, business center. Free Wi-Fi.

Single room incl. breakfast and 18% Tax **€ 140,00***

*Price as of September 2017, Price changes in 2018 possible



Hotel Arbat ***

About 5 km from the exhibition grounds

Pleasant hotel in the city center in a quiet side street at the popular pedestrian zone Arbat. Direct metro connection is available. Restaurant and lobby bar. All rooms have a TV, desk, refrigerator and free Wi-Fi.

Single room incl. breakfast and 18% Tax **€ 128,00***

*Price as of September 2017, Price changes in 2018 possible



Are you looking for something different or your favorite hotel is not on this list?
 If you'd like alternatives or have similar complaints, call me at 0049-2102/745112
 or send me an E-Mail to a.clemens@messe-reisen.de
 We book all available hotels in Moscow at our daily updated rates.

Our representation in Moscow:

Our German-speaking staff will help you in all travel questions competently. Our service therefore does not end with the delivery of the travel documents, but is continued in Moscow.



Flights to Moscow

As of September 2017

For your flight to Moscow I found the following fares from Frankfurt for you:

Flights with	Economy Class	Business Class
Lufthansa	From € 169,00	From € 333,00
Sibir	From € 178,00	From € 426,00
Aeroflot	From € 159,00	From € 449,00

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 Because of the steadily changing flight taxes, all prices mentioned here are subject to taxes and fees. All prices are based on flights from / to Germany. On request, I will gladly provide you with an offer with our current best prices. This way you always get the best offer.



Visa

Germans need a visa to enter Russia. The visa is issued by the Russian consulates against an invitation. I can organize all of this for you!

I will send you the required application forms with your travel confirmation. For your visa application, please schedule a 4 weeks external processing time from the receipt of your documents.



Invitation for a tourist visa

€ 25,00

Invitation for a business visa

from € 90,00

Applicable fees per passport:

Depending on the processing time in the consulate

from € 37,50 excl. VAT

Consulate fee

from € 45,00

External handling fee

from € 27,00 incl. VAT

Courier

€ 23,80 excl. VAT

Application assistance

€ 12,90 excl. VAT



Transfer

In connection with your flight reservations, I will book you an individual transfer from the airport to the hotel or from the hotel to the exhibition grounds and back.

Airport – Hotel – Airport

from € 50,00 per way

More information about Russia regarding safety or health can be found [here](#).

In order to simplify your inquiry, please fill in the enclosed form. You will then receive your specific offer from me as soon as possible.

We are looking forward to hearing from you and send best greetings from Ratingen!

Andrea Clemens | Project Manager

Telefon: +49 (0) 2102 | 7451 - 12

Email: a.clemens@messe-reisen.de

Travel registration Upakovka, Moscow, 23rd - 26th January 2018

Hotel name:	Singe room <input type="checkbox"/> Double room <input type="checkbox"/>	Non smoking <input type="checkbox"/> Smoking <input type="checkbox"/>	Extras:
Arrival on	Departure on		
Participant 1.	Nationality	First name	Surname
Participant 2.	Nationality	First name	Surname
Flight	Airline:	Business <input type="checkbox"/>	Economy <input type="checkbox"/>
Airport of departure:	Outward flight:		Return flight:
Frequent traveler nr:			
Seat	Window <input type="checkbox"/>	Gangway <input type="checkbox"/>	
Errand of Visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Insurance	Travel cancelation <input type="checkbox"/>	Health <input type="checkbox"/>	
Airport transfer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Invoice adress

Company name:	Applicant:
Street:	Postal code/City:
Tel:	Fax:
E-Mail:	Mobile number of the traveler:
USt-IdNr.	

Herewith I / we declare us in full scope of liability, willing to cover the accounting transaction of the preceding travel registration and confirm that I / we will incur the charge as stated. I was / We were shown that only I / we are contractual partners of the Messe-Reisen Falk GmbH. Billing via credit card will be charged with a 2,5% + VAT fee!

I / We acknowledge the terms of payment aswell as the booking- and resignation conditions:

Document delivery

via Email

via Post

Messe Reisen Falk GmbH
 Kaiserswertherstr. 87
 40878 Ratingen
 www.messe-reisen.de

Bearbeitung: Andrea Clemens
 Tel: 02102-7451-12
 Fax: 02102-41762
 e-mail: a.clemens@messe-reisen.de

Booking, payment and cancellation conditions

Please submit your written booking request via the attached registration form or contact the project manager in charged directly via e-mail.

At the moment of booking full or partial payments will be due that depend on the booking conditions of our suppliers or vendors. Short term bookings, visa or insurance services as well as single flight bookings might require immediate and complete payments. Flight or train tickets usually require to be covered immediately in full extent as well. Accommodation services require a 25% prepayment of the total revenue to be expected.

The specific terms like deposits and payment policies regarding your individual booking will be stated in your booking confirmation.

You will receive your travel documents after your complete payment. Prior to your departure we require the full extent of the booking to be paid. The credit cards Air Plus, Mastercard and Visa are accepted as means of payment. For payment with credit cards we have to charge a disagio fee of 1,5 % + VAT.

All information provided is correct as of October 2017. 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 € 100,- 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:

Novotel Moscow City	Immediately € 100	From 23.10.2017 € 150	From 15.11.2017 100%
Novotel Kiewskaya	Immediately € 100	From 23.10.2017 € 150	From 10.12.2017 100%
Crowne Plaza, Golden Ring, Arbat, Radisson Slavjanskaja	Immediately € 100	From 23.10.2017 € 150	From 10.01.2018 100%

- 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.

Special booking-and cancellation conditions in some of the hotels (more information together with our booking confirmation!)

Travel contract condition

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 651k 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.

Messe-Reisen Falk GmbH
 Kaiserswerther Str. 87
 40878 Ratingen

Tel.: 02102 - 7451 0
 Fax: 02102 - 41762
www.messe-reisen.de

Place of jurisdiction Duesseldorf

Travel registration