

WORLDFOOD UKRAINE



25-27 October 2011
International Exhibition Centre
Kiev, Ukraine

14th International Exhibition
Ukraine's Leading Food Industry Exhibition

ACCOMMODATION & TRAVEL SERVICES MANUAL

ctms
Corporate Travel Management Solutions
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ctms
BEYOND CORPORATE TRAVEL

AN INTRODUCTION TO CTMS

ctms - CORPORATE TRAVEL MANAGEMENT SOLUTIONS

ctms has, for the last 16 years, been a leading provider of Travel Management Services to corporate clients throughout the world.

We attribute our success and strategic advantage in the market place to our dynamic customer driven approach – listening to our client's unique needs and requirements, understanding their particular travel service and convenience standards, and then using our existing technology, bargaining power and expertise to provide our clients with maximal value.

ctms offer its clients a host of services in order to ensure that every aspect of company travel is orchestrated according to the exact needs of each client and that we add value and contribute to the travel process in every organisation we work with.

Our broad range of services include:

- Visa supports (invitations)
- Visa procurement
- Hotel accommodation
- Flight / train reservations
- Airport transfers
- Airport Meet & Greet
- Pre and post exhibition tours of Kiev
- Meeting & Event Planning
- Travel Policy Management & Consulting
- Travel Expenditure Reporting & Analysis
- Private Air Charter
- VIP Services

PAGE DETAILS

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IMPORTANT VISA INFORMATION

Which type of Ukrainian Visa do I need?

UKRAINIAN BUSINESS VISA:

If you are attending the Exhibition as an exhibitor or expect to undertake business whilst there we recommend that you travel on a Business visa. We can obtain this for you. Business visas are available for periods of 1, 3 or 6 months; single entry and 6, 12 or 36 months for multiple entries. We cannot guarantee to obtain visa supports for persons born in, or a national of, any country on the list below; however your hotel maybe able to provide a Tourist visa support for you.

UKRAINIAN TOURIST VISA:

If you are simply visiting the exhibition and not conducting business you can travel on a tourist visa. We can obtain this for you. Validity for a tourist visa is 1 or 3 months and can be issued for a single or double entry. The double entry visa is purely at the discretion of the Consulate; you must have an itinerary that clearly demonstrates the need for this type of visa. We cannot obtain visa supports for persons born in, or a national of, any country on the list below; however your hotel maybe able to do so for you.

PLEASE NOTE:

if you were born in, or are a national of, any of the following countries (the list is not exhaustive) the processing times and charges detailed in our order form do not apply. Extra time (up to 30 working days) and higher charges (GBP250 is not unusual) apply. We will obtain the expected processing time and charges when we receive your application.

Here are the main consulate rules:

Visa processing starts only after you have delivered all necessary documents. All paperwork once submitted is not subject to any change. The fee for visa processing is not refundable. In case the applicant requests any correction to the visa, for whatever reason, (except mistakes made by the consulate staff — which must be pointed out before you leave the consulate) the applicant will have to reapply for a new visa. Consulates have different processing periods. Normally the slowest (though cheapest) period lasts approximately 3 weeks whereas the fastest (and most expensive), if offered by your consulate, is one day. The visa will be issued exactly as indicated on the invitation. You can travel to Ukraine within the visa period. Please note, that Ukrainian consulates are closed on Ukrainian holidays (sometimes also the day after) and on

IMPORTANT VISA INFORMATION

- | | | | |
|------------------------------|-----------------------|------------------------------------|---------------------------|
| 01. Afghanistan | 26. Equatorial Guinea | 51. Malawi | 76. Solomon Islands |
| 02. Albania | 27. Eritrea | 52. Maldives | 77. Somalia |
| 03. Algeria | 28. Ethiopia | 53. Mali | 78. Sri Lanka |
| 04. Angola | 29. Gabon | 54. Mauritania | 79. Sudan |
| 05. Anguilla | 30. Gambia | 55. Morocco | 80. Swaziland |
| 06. Antigua & Bartuda | 31. Georgia | 56. Mozambique | 81. Syria |
| 07. Bahrain | 32. Ghana | 57. Myanmar | 82. Tanzania |
| 08. Bangladesh | 33. Guinea Bissau | 58. Namibia | 83. Togo |
| 09. Benin | 34. Guinea | 59. Nauru | 84. Trinidad & Tobago |
| 10. Bhutan | 35. India | 60. Nepal | 85. Tunisia |
| 11. Botswana | 36. Iran | 61. Niger | 86. Turk & Caicos Islands |
| 12. British Virgin Islands | 37. Iraq | 62. Nigeria | 87. Turkey |
| 13. Brunei | 38. Ivory Coast | 63. Oman | 88. Turkmenistan |
| 14. Burkina Faso | 39. Jordan | 64. Pakistan | 89. Uganda |
| 15. Burundi | 40. Kenya | 65. Palestine | 90. UAE |
| 16. Cambodia | 41. Kiribati | 66. Papua New Guinea | 91. Vanuatu |
| 17. Cameroon | 42. Korea (North) | 67. Philippines | 92. Vietnam |
| 18. Cape Verde | 43. Kuwait | 68. Qatar | 93. Western Sahara |
| 19. Cayman Islands | 44. Laos | 69. Rwanda | 94. Yemen |
| 20. Central African Republic | 45. Lebanon | 70. Saint Kitts & Nevis | 95. Zaire |
| 21. Chad | 46. Lesotho | 71. Saint Lucia | 96. Zambia |
| 22. China | 47. Liberia | 72. Saint Vincent & The Grenadines | 97. Zimbabwe |
| 23. Congo (x2) | 48. Libya | 73. Saudi Arabia | |
| 24. Djibouti | 49. Macao | 74. Senegal | |
| 25. Egypt | 50. Madagascar | 75. Sierra Leone | |

IMPORTANT VISA INFORMATION

Visa requirements for entry into Ukraine vary from country to country. Citizens of Andorra, Canada, the European Union (except Bulgaria & Romania), Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland, the USA & Japan do not require a visa for stays of 90 days or less. Other nationalities do require a visa. To obtain your visa you will need to submit the following documents to the Ukrainian Consulate

Please note: ITE is not responsible for providing any documentation you may require in order to obtain your visa.

Remember to give yourself enough time to obtain your visa; depending upon your nationality this can take up to 8 weeks.

Checklist of requirements for VISA support document:

1. A clear colour scanned copy of your passport
2. Visa support order form (see page 06 - 09)

How your VISA support is delivered to you:

Once we have your invitation it will be emailed to you; however, some Ukrainian Consulates require the original visa support document when you lodge your visa application. You will need to check with them if they will accept emailed copies or need the original; if they want the original it will have to be couriered to you from Kiev. You will have to pay this courier fee.

Only once you have this document you can then apply for your visa. Ukrainian visas are issued only for the dates mentioned on your invitation (which should match those on your application form). You do not have the flexibility to travel on dates outside of the dates specified on your invitation/visa. To allow some flexibility we therefore suggest that you apply for extended entry/exit dates to allow longer than you actually need for your visit.

IMPORTANT VISA INFORMATION

To obtain your Ukrainian visa you will need to submit the following documents to the Ukrainian Consulate (contact us for your nearest location):

VISA application checklist:

1. Ukrainian visa application form

This should be completed in black ink. If the form is completed incorrectly the application will be rejected.

2. Your original passport

You will have to lodge your actual passport, which will remain at the Ukrainian Consulate until the visa is issued. It should have a validity remaining of at least 1 month after your exit date from the country. A full empty page is necessary in order for the Consulate to place the visa.

3. Two recent passport type photographs

This should be similar in style to the usual passport type photograph available from photo booths

4. Ukrainian visa support document (invitation)

There are 2 types of visa applicable for your visit to the exhibition – Business or Tourist - the type you need will depend upon the purpose of your visit. The types of visa are listed on page 2. Invitations differ for each type. If you have any difficulty in obtaining an invitation please contact us, we can help (see page 5).

5. Any other documents that may be required (details below)

If you are applying for your visa in the UK holders of passports other than UK ones are required to provide additional documents. These include:

Ukraine Visa Support Letter Order Form

Please complete the form *in full* and return it to us *along with a clear colour-scanned copy of your passport's information page* (the one with your picture and signature)
Please email this form to visas.uk@ctmstravel.com

Ukraine has a visa free regime for citizens of Andorra, Canada, European Union countries (except Republic of Bulgaria and Romania), Iceland, Japan, Liechtenstein, Monaco, Norway, San Marino, Switzerland, United States of America and Vatican.

This regulation establishes visa-free entry to Ukraine for up to 90 days.

ALL OTHER NATIONALITIES NEED A VISA; *please use this form if you require a visa for a period longer than 90 days.*

Please type or write clearly. A separate form should be completed for each visa required.

Exhibition Name

City

1 About You & Your Visit

Last Name

First Name

Middle Name

Sex

Male Female

Date of Birth (dd-mm-yyyy)

Country of Birth

City of Birth

Have you been to Ukraine before? If yes, when?

Entry date to Ukraine

Exit date from Ukraine

Visa to be collected in which city/country?

List the cities to be visited during your stay in Ukraine

Country of Permanent Residence

2 Passport Information

Your passport must be valid for at least 6 months beyond your exit date from Ukraine.

Present Citizenship

Passport Number

Issued Date (dd-mm-yyyy)

Expiry Date (dd-mm-yyyy)

3 Place of Work

Company Name

Position

Phone

Email

4 Payment

Cardholder's Name (as it appears on the credit card) †

Cardholder's Telephone

Cardholder's Fax

Cardholder's Email

Cardholder's Billing Address †

Card Number

Expiry Date

Security Code*

Card Type

Visa / MasterCard / Diners / Amex / Credit / Debit (delete as appropriate)

* Last 3 digits on the signature box of your card, 4 for Amex † Mandatory fields.

Ukraine Visa Support Letter Order Form

Please complete the form *in full* and return it to us *along with a clear colour-scanned copy of your passport's information page* (the one with your picture and signature)
Please email this form to visas.uk@ctmstravel.com

5 Order an Entry Visa Support

Single Entry Visa Support Fee £50.00

Courier Fee £75.00

All Consulates require the original invitation; we will arrange for it to be couriered from Kiev. Please allow 3 - 4 days for delivery. This charge is set by Kiev

Processing Fee (incl. of VAT) £36.00

Total £

I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to ctms's terms & conditions (available on request). **A 3% credit card surcharge applies** for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. Where rates were quoted in USD/EUR etc these are converted into GBP on the day of processing my order and a 3% internationally accepted currency fluctuation charge is applied.

Cardholders Signature*

Date*

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

* Mandatory fields.

If you prefer to pay by bank transfer please tick here

For pounds sterling (GBP) payments

Account Name: ctms Ltd

Sort Code: 20-06-05

Account Number: 60401382

IBAN: GB21BARC20060560401382

SWIFT: BARCGB22

Please ensure payment reaches us without any deductions. VAT applies on the service fee element of the visa rate to UK companies and EU companies unable to provide a VAT number.

VAT number (required from EU companies / not applicable to UK companies)

Please inform us once you have sent your bank transfer so we can watch for its arrival.

Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.

Ukraine Visa Support Letter Order Form (Restricted Countries)

Please complete the form **in full** and return it to us **along with a clear colour-scanned copy of your passport's information page** (the one with your picture and signature)

Please email this form to visas.uk@ctmstravel.com

If you were born in, or are a passport holder of one of the countries listed below please complete this form

1. Afghanistan
2. Albania
3. Algeria
4. Angola
5. Anguilla
6. Antigua & Barbuda
7. Bahrain
8. Bangladesh
9. Benin
10. Bhutan
11. Botswana
12. British Virgin Islands
13. Brunei
14. Burkina Faso
15. Burundi
16. Cambodia
17. Cameroon
18. Cape Verde
19. Cayman Islands
20. Central African Republic
21. Chad
22. China
23. Congo (x2)
24. Djibouti
25. Egypt

26. Equatorial Guinea
27. Eritrea
28. Ethiopia
29. Gabon
30. Gambia
31. Georgia
32. Ghana
33. Guinea Bissau
34. Guinea
35. India
36. Iran
37. Iraq
38. Ivory Coast
39. Jordan
40. Kenya
41. Kiribati
42. Korea (North)
43. Kuwait
44. Laos
45. Lebanon
46. Lesotho
47. Liberia
48. Libya
49. Macao
50. Madagascar

51. Malawi
52. Maldives
53. Mali
54. Mauritania
55. Morocco
56. Mozambique
57. Myanmar
58. Namibia
59. Nauru
60. Nepal
61. Niger
62. Nigeria
63. Oman
64. Pakistan
65. Palestine
66. Papua New Guinea
67. Philippines
68. Qatar
69. Rwanda
70. Saint Kitts & Nevis
71. Saint Lucia
72. Saint Vincent & The Grenadines
73. Saudi Arabia
74. Senegal
75. Sierra Leone

76. Solomon Islands
77. Somalia
78. Sri Lanka
79. Sudan
80. Swaziland
81. Syria
82. Tanzania
83. Togo
84. Trinidad & Tobago
85. Tunisia
86. Turk & Caicos Islands
87. Turkey
88. Turkmenistan
89. Uganda
90. UAE
91. Vanuatu
92. Vietnam
93. Western Sahara
94. Yemen
95. Zaire
96. Zambia
97. Zimbabwe

Please complete this form and return it to visas.uk@ctmstravel.com **along with** a clear colour-scanned copy of the information/photo page of your passport.

Please type or write clearly. A separate form should be completed for each visa required.

Exhibition Name

City

1 About You & Your Visit

Last Name

First Name

Middle Name

Sex

Male Female

Date of Birth (dd-mm-yyyy)

Country of Birth

Have you been to Ukraine before? If yes, when?

Entry date to Ukraine

Exit date to Ukraine

Visa to be collected in which city/country?

List the cities to be visited during your stay in Ukraine

Country of Permanent Residence

2 Passport Information

Your passport must be valid for at least 6 months beyond your exit date from Ukraine.

Present Citizenship

Issued Date (dd-mm-yyyy)

Ukraine Visa Support Letter Order Form (Restricted Countries)

Please complete the form in full and return it to us along with a clear colour-scanned copy of your passport's information page (the one with your picture and signature)
Please email this form to visas.uk@ctmstravel.com

3 Place of Work

Company Name

Position

Phone

Email

Address (including country)

4 Payment

Cardholder's Name †

Cardholder's Telephone

Cardholder's Fax

Cardholder's Email

Cardholder's Billing Address †

Card Number

Expiry Date

Security Code*

Card Type

Visa / MasterCard / Diners / Amex / Credit / Debit *(delete as appropriate)*

* Last 3 digits on the signature box of your card, 4 for Amex † Mandatory fields.

5 Order an Entry Visa Support

Single Entry Visa Support Fee

£175.00

Courier Fee

£75.00

All Consulates require the original invitation; we will arrange for it to be couriered from Kiev. Please allow 10 - 15 working days processing. This charge is set by Kiev

Processing Fee (incl.of VAT)

£36.00

Total

£

I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to ctms's terms & conditions (available on request). **A 3% credit card surcharge applies** for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. Where rates were quoted in USD/EUR etc these are converted into GBP on the day of processing my order and a 3% internationally accepted currency fluctuation charge is applied.

Cardholders Signature*

Date*

* Mandatory fields.

If you prefer to pay by bank transfer please tick here

For pounds sterling (GBP) payments

Account Name: ctms Ltd

Sort Code: 20-06-05

Account Number: 60401382

IBAN: GB21BARC20060560401382

SWIFT: BARCGB22

Please ensure payment reaches us without any deductions. VAT applies on the service fee element of the visa rate to UK companies and EU companies unable to provide a VAT number.

VAT number

Please inform us once you have sent your bank transfer so we can watch for its arrival.

Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.

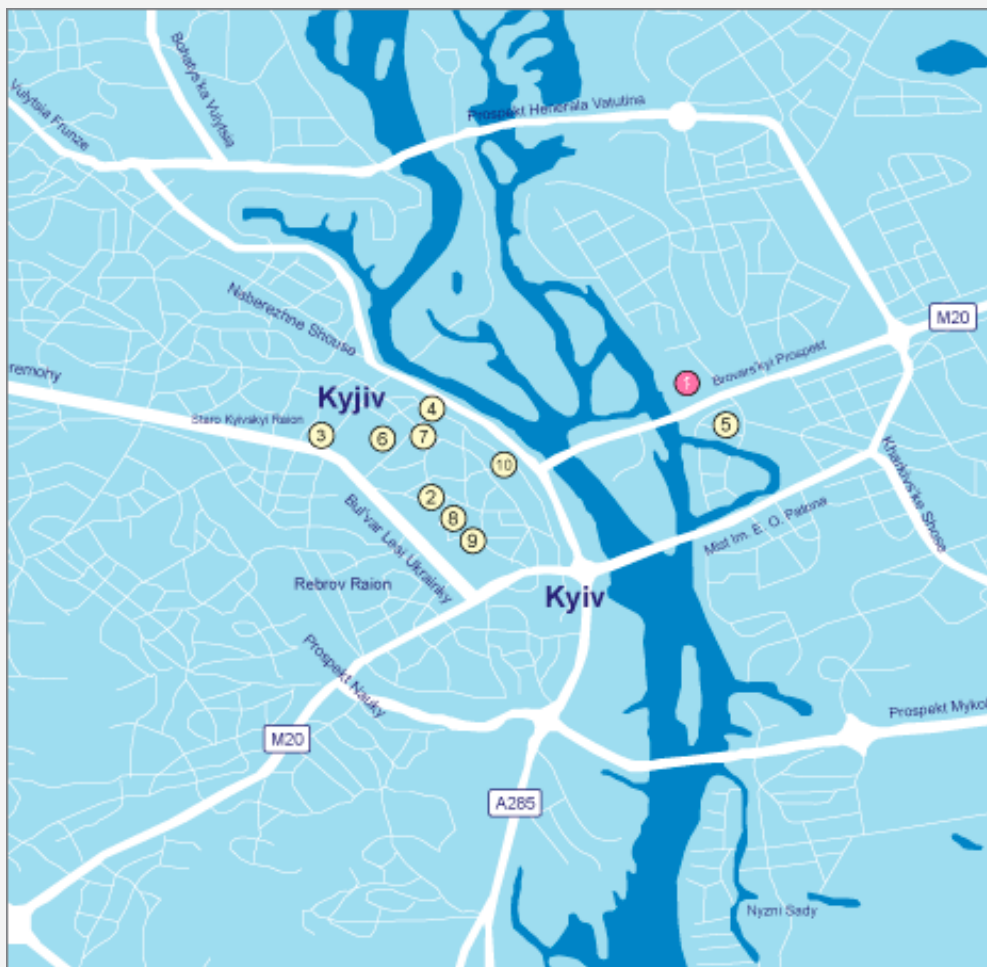
EXHIBITION VENUE & HOTEL LOCATIONS

There is a very high demand for hotel rooms in Kiev, and in order to help exhibitors participating at the exhibition, ctms, where possible, has blocked space at various suitably located hotels. You are advised to book early to avoid disappointment.

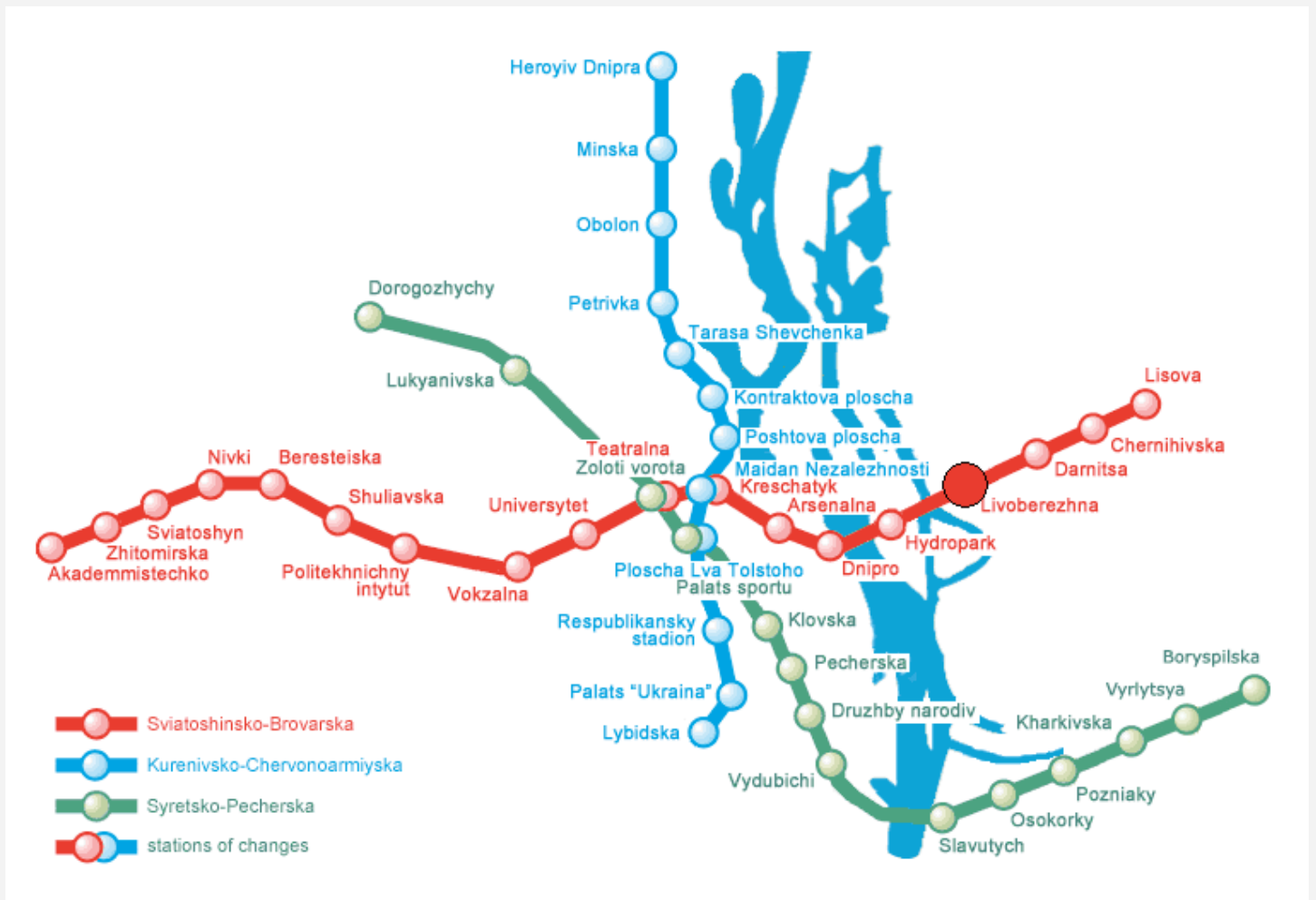
Important notice

Most hotels have a check-in time of 1400 so if you plan to arrive earlier than this you will need to reserve your room for the night before to ensure you have earlier access.

> Check-out time is usually 1200.



KIEV TUBE MAP



SUGGESTED ACCOMMODATION INCLUDES...

Premier Palace Hotel ★★★★★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Ploscha L. Tolstoho 0.2km / Teatralna 0.5km

International airport: 30km

The Premier Palace is the first, and so far, the only 5-star hotel in Kiev. It is located in the very heart of the city, within just a few steps from Kreshchatik - Kiev's main street, the Golden Gates, the State University, the National Opera and an old central park.

143 rooms equipped with individual safe, soundproof windows, air conditioning, satellite TV, mini-bar, Internet access, 3 telephones including the phone in the bathroom.

Restaurant on the 8th floor offers a great panorama of the old city from its summer terrace. Health Club, swimming pool, solarium, sauna and exercise equipment, massage parlour and fitness centre. Business centre.

Cancellation Policy: Available on Application.

5-7/29 T. Shevchenko
bul., Kiev, 01004

Tel.: +380 44 244-1200

Fax: +380 44 244-1269



Lybid Hotel ★★☆☆

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Vokzalna 5 minutes walk

International airport: 30Km

The Lybid Hotel, built in 1970 and reconstructed in 1998, is located in the heart of Kiev near the Circus and the Vladimirsky Cathedral, within walking distance to the Opera and Ballet Theatre.

280 newly renovated rooms furnished with over-sized beds, air conditioning, cable TV, direct-dial telephone, and a private bath with a hair dryer.

All rooms, especially on the upper floors, provide a magnificent panorama of the city centre.

Cancellation Policy: Available on Application

1 Peremohy ploschad,
Kiev, 252163

Tel.: +380 44 234-2125

Fax: +380 44 236-6336



SUGGESTED ACCOMMODATION INCLUDES...

Dnipro Hotel ★★★★★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Maydon Nezglezhnosti 0.5km / Kreschatyk 0.5km

Fairground: 5 km/30 min

This hotel, built in 1964 and reconstructed in 1998, is located in the business and cultural centre of the city next to the parliament.

Restaurants and bars offer a choice of traditional Ukrainian and various international cuisines and drinks. The Panorama Bar provides fantastic views of the city; live music. Business Centre.

Each room has air-conditioning, satellite TV, a direct-dial telephone, mini-bar, a hair drier. Some rooms are equipped with Internet sockets. ped with Internet sockets.

Cancellation Policy: Available on Application

252001 Kiev,
Khreschatik Str., 1/2

Tel.: +380 44 254 6777

Fax: +380 44 254 6737



Adria Hotel ★★★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Livoberezhna 0.1km

International airport: 20km

A private hotel located near the Exhibition centre. This is a small, friendly hotel of 44 rooms in a large office block.

2 restaurants serving European, Ukrainian and Japanese kitchens cuisine, English pub, a fitness centre, sauna, massage. A fully equipped conference & business centre.

Each room has air-conditioning, satellite TV, a direct-dial telephone, mini-bar, a hair drier. Some rooms are equipped with Internet sockets.

Cancellation Policy: Available on Application

2 Raisy Okipnoi Street,
Kiev, 02002

Tel.: +380 44 516-2477

Fax: +380 44 516-2477



SUGGESTED ACCOMMODATION INCLUDES...

Radisson SAS ★★★★★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Zoloti Vorota 0.1km

International airport: 34km

This is a new hotel, recently built in the heart of Kiev - located in the diplomatic area of the picturesque city of Kiev, within walking distance of the government buildings and shops which line Khreschatyk, the city's main street.

The hotel has 255 spacious rooms furnished in three room styles: Scandinavian, Maritime and Italian. 2 restaurants. Health club, Finnish sauna and steam bath. The in-room amenities include satellite-TV, in-house movies, coffee/tea-maker, trouser press, safe and hair dryer.

Cancellation Policy: Available on Application

22 Yaroslaviv Val street,
Kiev, Ukraine

Tel.: +380 44 492 22 00

Fax: +380 44 492 22 10



Kreshchatik ★★★★★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Maydan Nezalezhnosti 0.3km / Kreschatik 0.3km

International airport: 20km

The Kreschatik Hotel, built in 1990, is located within walking distance from the Verkhovna Rada (Parliament), the Presidential Administration. The Kreschatik Hotel is named after the main street in Kiev. This is the street the hotel is situated on, so the most interesting attractions of the city are very close by.

This newly equipped, tidy and friendly hotel there is everything necessary for those who visit Kiev for the first time, as well as for experienced travelers and businessmen.

Cancellation Policy: Available on Application

14 Kreschatik ul., Kiev,
01001, Ukraine

Tel.: +380 44 229-7193

Fax: +380 44 229-8544



SUGGESTED ACCOMMODATION INCLUDES...

Rus ★★ ★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Palats Sportu 0.2km

International airport: 39km

Located on a hill in a green zone just a few minutes walk from the city centre, the Hotel Rus, refurbished in 1998, offers well appointed rooms with full bathrooms, telephone and satellite colour TV.

There are also suites designed for the corporate traveler, with separate work areas including a fax machine. Close to Khreschalyk main shopping street, sports stadium, and major attractions. It is a part of a complex with next-door President-Hotel Kyivsky.

Cancellation Policy: Available on Application

4 Gospitalnaya ul., Kiev,
252023, Ukraine

Tel.: +380 44 220-5646

Fax: +380 44 220-4396



Kyievsky President ★★ ★★ ★

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Palats Sportu 0.2km

International airport: 39km

Built in 1990. Situated close to the central avenue of the city with its many restaurants and entertainment centres. Restaurants, bars, casino, healthclub, business centre.

All rooms have private facilities, mini bar, satellite TV, trouser press & phone.

President-hotel "Kyivsky" is situated in the downtown, in a quiet green location. The city centre – Independence Square is a 15 min. walk. The Olimpiysky Stadium and Sport Palace is a 5 min. walk.

Cancellation Policy: Available on Application

22 Yaroslaviv Val street,
Kiev, Ukraine

Tel.: +380 44 256-3256

Fax: +380 44 220-4568



Nationalny 

Address:

Room Rates: Available on Application **Breakfast:** TBA

Nearest underground station: Khreshatyk Station

International airport: 40km **Fair Ground:** 8 km/30 min

Situated in a very prestigious part of Kiev. Located in the very centre of Kiev - in the Pechersk area which has been a favourite site of Kiev's nobility for many years.

Nowadays, Pechersk is an important administrative and business area of the city where the Administration of President of Ukraine, Mariyinsky Palace (President's residence), Verkhovna Rada (Ukrainian Parliament), the Cabinet of Ministers and the National Bank of Ukraine are situated.

Nationalny hotel has two blocks that are connected with each other. The 1st block of the hotel is renovated and is considered to be an official four star hotel, whereas, the 2nd block is not yet reconstructed and corresponds to two star standards.

Cancellation Policy: Available on Application

3 Lypska str, building 2,
Kiev, 01021, Ukraine

Tel.: +380 44 291-8777



Accommodation Request Form (Individual)

Please email this form to exhibitor.uk@ctmstravel.com

Please type or write clearly. A separate form should be completed for each room required.

Exhibition Name

1 Personal Details

First Name*

Last Name*

Accompanying Person's Name* (if sharing)

Nationality*

Email Address*

Telephone Number*

*Mandatory fields

2 Hotel Confirmation

I am confirming my individual accommodation requirement as follows.

Your Hotel Choice:

Please provide your 3 preferred choices here:

1st Choice

2nd Choice

3rd Choice

Room Type

Per Night Rate

Single

Twin

Double

Suite

Arrival Date

Departure Date

Number of Nights

Do you require an early check in? *(field to tick)*

If yes, what time do you expect to arrive at the hotel:

Please note: International check in time is normally from 15:00hrs onwards. Check in prior to this time is dependent on occupancy of the hotel space the night before, and is at the discretion of the hotel management. To guarantee check in before 15:00hrs accommodation must be booked for the previous night.

Do you require late check out? *(field to tick)*

Late check out is subject to availability and at the discretion of the hotel management. Some hotels will charge a 'Reduced day rate' for check outs past midday and before 19:00hrs. After that time, a full 24hr rate will normally apply. Charges can be supplied on request.

It is the responsibility of each individual traveller to inform the hotel directly of any medical or dietary requirements.

3 Payment

Please provide your credit card details to confirm your reservation. Your booking cannot be accepted without these details. **All sections must be completed.**

Please debit my Visa / MasterCard / Amex *(delete as appropriate)*

Card Number

Expiry Date

/

Security Code*

Cardholder's Name *(as it appears on the credit card)* †

Cardholder's Billing Address †

Invoice Address

Signature †

Date

* Last 3 digits on the signature box of your card, 4 for Amex † Mandatory fields.

If you prefer to pay by bank transfer please tick here

For pounds sterling (GBP) payments

Account Name: ctms Ltd

Sort Code: 20-06-05

Account Number: 60401382

IBAN: GB21BARC20060560401382

SWIFT: BARCGB22

Please ensure payment reaches us without any deductions.

VAT applies on the service fee element of the hotel rate to UK companies and EU companies unable to provide a VAT number.

VAT number *(required from EU companies / not applicable to UK companies)*

4 Hotel Booking Conditions

A) Confirmation of Reservation

When your request form has been received, ctms will send an email to you confirming your reservation.

B) Availability

All booking requests are subject to availability.

C) Changes

Any changes should be made in writing to ctms. Changes must not be made directly with the hotel. An amended accommodation confirmation will be sent to you to confirm that the change has been made. Any amendments to arrival dates that are made within **1 week** of arrival cannot be guaranteed.

D) Cancellations

Cancellations must be made in writing to ctms. Verbal cancellations are not acceptable. Cancellations may incur the payment of the full cost of your stay.

E) Non-arrivals/No-shows

If you do not arrive on the date previously advised your room will be subject to the same charge applied to cancellations.

F) Booking Fee

ctms charge a GBP30+VAT administration fee for all hotel reservations made. This fee is not refundable.

G) Credit Card Charges

The card services provider makes a charge for making payment by credit card. This is currently 3%. Debit cards or payment by bank transfer, bank draft or cheque do not incur this fee.

H) Signature

By signing this form I, declare to accept the hotel booking conditions as well as the cancellation policy. Full T&Cs available on request.

Signature*

Date*

* Mandatory fields.

Transfer Request Form

Please email this form to exhibitor.uk@ctmstravel.com

Please type or write clearly.

Exhibition Name

1 Personal Details

Lead Passenger's Name (as it appears in passport)

Accompanying Person's Name (if sharing)

Mobile Phone Number (for driver)

*Mandatory fields

2 Flight Details

I am confirming my individual transfer requirements as follows.

Arrival details

| | | | |
|--------------|----------------------|---------------------|----------------------|
| Flight No. | <input type="text"/> | Date | <input type="text"/> |
| From | <input type="text"/> | To | <input type="text"/> |
| Arrival time | <input type="text"/> | To (Drop off point) | <input type="text"/> |

Departure details

| | | | |
|----------------|----------------------|----------------------|----------------------|
| Flight No. | <input type="text"/> | Date | <input type="text"/> |
| From | <input type="text"/> | To | <input type="text"/> |
| Departure time | <input type="text"/> | From (Pick up point) | <input type="text"/> |

Car Type

| | | | |
|----------|--------------------------|--|--------------------------|
| Standard | <input type="checkbox"/> | Luxury | <input type="checkbox"/> |
| Mini-bus | <input type="checkbox"/> | Number of seats required (Mini bus only) | <input type="text"/> |

Meeting text

Please indicate whether you have any special requirements

3 Payment

Please provide your credit card details to confirm your reservation. Your booking cannot be accepted without these details. **All sections must be completed.**

Please debit my Visa / MasterCard / Amex (delete as appropriate)

Card Number

Expiry Date / **Security Code***

Cardholder's Name (as it appears on the credit card) †

Cardholder's Address †

Signature †

Date

* Last 3 digits on the signature box of your card, 4 for Amex † Mandatory fields.

If you prefer to pay by bank transfer please tick here

For pounds sterling (GBP) payments

Account Name: ctms Ltd

Sort Code: 20-06-05

Account Number: 60401382

IBAN: GB21BARC20060560401382

SWIFT: BARCGB22

Please ensure payment reaches us without any deductions.

VAT applies on the service fee element of the hotel rate to UK companies and EU Companies unable to provide a VAT number.

VAT number (required from EU companies only / not applicable to UK companies)

4 Transfer Booking Conditions

Reservations can only be accepted if you have previously booked, or are booking simultaneously, your hotel accommodation.

A) Confirmation of Reservation

When your request form has been received, ctms will send an email to you confirming your reservation.

B) Availability

All booking requests are subject to availability.

C) Changes

Any changes should be made in writing to ctms. Changes must not be made directly with the supplier. An amended transfer confirmation will be sent to you to confirm that the change has been made. Any amendments to arrival transfers that are made within 1 week of arrival cannot be guaranteed.

D) Cancellations

Cancellations must be made in writing to ctms. Verbal cancellations are not acceptable. Cancellations may incur the payment of the full cost of your transfer(s).

E) Non-arrivals/No-shows

If you do not arrive on the date previously advised your transfer(s) will be subject to the same charge applied to cancellations.

IMPORTANT: If for some reason you are unable to locate the driver or are unhappy with the services received, you must contact the supplier (detailed on your voucher) immediately. Do not arrange alternative transportation first; it is almost impossible for us to investigate and we can not guarantee any potential compensation/refund.

F) Waiting time

Waiting time at airport is free of charge for 2 hours. Upon expiration of this time the driver is entitled to leave the airport without further notice. If you are delayed at immigration or customs, for example, please contact the supplier so the driver can be informed. Additional waiting time shall be billed at standard hourly rates. On departure free waiting time is 30 minutes, all additional waiting time is charged at an hourly rate and will be billed to you additionally.

G) Booking Fee

ctms charge a GBP20+VAT administration fee for all transfers reservations made (either one-way or return). This fee is not refundable.

H) Credit Card Charges

The card services provider makes a charge for making payment by credit card. This is currently 3%. Debit cards or payment by bank transfer, bank draft or cheque do not incur this fee.

I) Signature

By signing this form I, declare to accept the hotel booking conditions as well as the cancellation policy. Full T&Cs available on request.

Signature*

Date*

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

* Mandatory fields.

TOURS

If you have free days in Kiev we can book a variety of tours that will acquaint you with the city and its rich history.

1. Kievo-Pecherskaya Lavra

On the high hills of the right bank of Dnepr River stands the magnificent Kievo-Pecherskaya Lavra, topped with gilded domes. According to legend, Andrew the Apostle, while preaching the Word of God in the Scythian Land, blessed the hilly bank of the Dnepr River and said to his disciples: On these hills great city and many churches in glorification of Holy God will be. The history of Kievo-Pecherskaya Lavra is closely connected to the adjacent Far and Near Caves.



2. Andreevsky Spusk

Andreevsky Spusk is one of the oldest streets in Kiev. In ancient days it was the shortest way from the Upper Town to Podol, or the Lower Town, where merchants and craftspeople used to live. Nowadays this steep and meandering street is a traditional place for arranging concerts, art festivals and city holidays. In Andreevsky Spusk there are many interesting picture galleries and souvenir stores.



3. St. Sofia Cathedral

St. Sofia Cathedral is a world famous historical and architectural monument of the first half of the 11th century. The name of the cathedral comes from the Greek word sofia, which means wisdom. Built in the times of Yaroslav Mudry, the cathedral served as a social, political and cultural center of Kiev Rus, where foreign ambassadors were received, chronicles were recorded and the first Russian library, founded by Yaroslav Mudry himself, functioned.



4. Golden Gate

Golden Gate is the unique fortification that was constructed in 1017-1024 and served as a main gala entrance to Kiev. The Great tower with Annunciation Church delighted contemporaries and terrified enemies with its inaccessibility. The name of the Gate in Kiev copies the famous entrance to Constantinople: Kiev prince Yaroslav Mudry wanted to underline that his country was as powerful as the Byzantine Empire



BOOKING CONDITIONS (1/3)

These conditions and the information in this brochure, or web site, and relevant inserts form the basis of an agreement between you and the person(s) on whose behalf you book ("the client") and Corporate Travel Management Solutions Ltd., also known as ctms ("the Company").

Please note that the terms of this agreement vary dependent upon whether the Client purchases "travel" or "other travel arrangements". "Travel" is a combination of at least 2 of travel (excluding transfers), accommodation or other component which forms a significant part of arrangements purchased by the Client from the Company, provided that the combination is booked at the same time and full payment is made direct to the Company. Anything else will constitute "other travel arrangements".

1. When requesting a booking to be confirmed the client must sign the Booking form accepting these conditions and the other information given to him by the Company to form part of the agreement.

2. No contract exists between the Company and the Client until the Company's confirmation accepting the Client's booking request has been dispatched to the Client or his travel agent. Confirmation will not take place until the Company can confirm all components in the clients requested itinerary. The Company reserves the right to offer suitable alternatives if any component of the Client's requested itinerary is not available. No variation of these conditions shall form part of any contract between the Company and the Client, unless confirmed in writing by the Company to the person signing the booking form. Any money paid by the client to a travel agent in respect of a booking with the Company and held by the agent in respect of a booking with the Company and held by the agent is held on behalf of the Client until the Company dispatches to the Client confirmation of his booking. Thereafter, any money held by the travel agent in respect of the booking is held on behalf of the Company.

3. The Booking form must be accompanied by full payment together with the administration charge (also referred to as booking fee or service fee). The administration fee is non-refundable.

4. (a) The Company reserves the right in any circumstances to cancel the Client's travel arrangements more than 4 weeks before departure, in which case the client shall be informed as soon as possible and shall be offered alternative arrangements, if available. The Company shall cancel the travel within 4 weeks of departure only for reasons beyond the control of the Company, or should the Company not receive from the Client the balance of the travel payments. Reasons beyond the control of the Company constitute Force Majeure events, which are

defined as unusual and unforeseeable circumstances beyond the Company's control, the consequences of which could not be avoided even if all due care has been exercised, such as war, threat of war, riots, civil strike, industrial dispute, terrorist activities, natural and nuclear disaster, fire or adverse weather conditions or other similar events beyond the Company's control. Should travel arrangements be cancelled for any reason, including those above, the Company will not refund to the Client any monies paid by the Client to the Company, where the Company has had to pay its supplier and is unable to obtain a refund from them.

On occasion we may need to cancel your booking (such as due to a cancellation by our supplier). We will take reasonable steps to avoid having to cancel your booking. If we are to cancel your booking we will notify you and we will provide a full refund.

The Company will have no other legal liability whatsoever, and, in particular, no liability to compensate the Client for loss of opportunity to travel.

4 (b) This brochure, or web site, and relevant inserts were prepared many months in advance of your travel. As a result changes to travel arrangements are possible. First, the Company reserves the right to change any service, facility or price described in this brochure, or web site, and relevant inserts before the Client books. In this case the Client will be advised of relevant changes before his booking is accepted. Second, the Company reserves the right to change the Client's travel arrangements after the booking has been confirmed. A change may be "major" or "minor". A major change is a change of UK departure airport to one less convenient to the Client, a change of departure time by more than 12 hours (except a flight delay), or a change of accommodation to a lower grade than that booked. All other changes are minor. If there is a minor change to travel arrangements, the Company is under no obligation to notify the Client, nor to compensate the Client. However, in practice, the Company will endeavour to notify the Client of the change. If there is a major change to travel arrangements, the Client will be offered the choice of alternative arrangements, if available, or a full and prompt refund of all money paid. If the Client chooses the alternative arrangements and they are more expensive than the travel originally booked, the Client must pay the difference, but, if they are cheaper, the Client will receive an appropriate refund.

5. After acceptance of the booking, if the Client cancels his arrangements, or does not take the flight booked, or does not arrive at his hotel on the expected date, or does not pay the balance of the travel price by the prescribed time, the Company (or supplier) may cancel the booking whereupon the Client will be liable to pay to the Company (or supplier) cancellation charges in accordance with the following scale:

| Period before departure within which written cancellation is received | Cancellation charges as % of total price |
|---|--|
| More than 50 days | 10% |
| 49-31 days | 50% |
| Less than 30 days | 100% |

NB. Certain special fare air tickets and other services, such as hotel bookings during exhibition and other busy periods, are subject to different cancellation charges, in which case the Client will be informed at the time of booking, or it will be made clear in the brochure or web site. All cancellations from Clients must be sent in writing to the Company by recorded delivery and are only effective from the date of receipt.

6. If the Company consents in writing to a Client's request for any amendment of a confirmed booking, the following scale of alteration charges will apply:

| Alteration made more than 50 days before | £25 |
|--|-------------------------------|
| 49-31 days | 10% of the total travel cost |
| 30-15 days | 25% of the total travel cost |
| 14-1 day | 50% of the total travel cost |
| Day of departure | 100% of the total travel cost |

NB. Certain special fare air tickets and other services, such as hotel bookings during exhibition and other busy periods, are subject to different cancellation charges, in which case the Client will be informed at the time of booking, or it will be made clear in the brochure or web site. All cancellations from Clients must be sent in writing to the Company by recorded delivery and are only effective from the date of receipt.

7. Sub-clauses (a) – (e) below apply in respect of travel. Sub-clause (f) applies in respect of other travel arrangements.

7. (a) Subject to clauses 8. (c) and 8. (d) below where the Client does not suffer personal injury or death, the Company accepts liability should any part of the Travel arrangements which the Client books with the Company not be supplied as described, and not be

of a standard considered reasonable for the country being visited, in such a case, the Company will pay the Client reasonable compensation.

7. (b) Subject to clauses 8. (c) and 8. (d) below where the Client suffers personal injury or death as a result of an activity forming part of the travel arrangements, the Company accepts limited responsibility.

7. (c) The Company's acceptances of liability in Clauses 7. (a) and 7. (b) do not apply where there has been no fault on the part of the Company or its suppliers and the cause of the deficient travel arrangements or death or personal injury is the Client's own fault, the actions of someone unconnected with the Client's travel arrangements or one which the Company or its suppliers could not have anticipated or avoided, even with the exercise of all due care. Further the Company's acceptance of liability is subject to assignment by the Client to the Company of all the Client's rights against any agent or supplier of the Company, or any sub-contractor to such agent or supplier, who is in any way responsible for the deficient travel arrangements or for the Client's death or personal injury.

7. (d) The Company's acceptance of liability to pay compensation pursuant to Clauses 7. (a) and 7. (b) is limited in accordance with international conventions governing air, sea, rail and road transport, copies of which are available for purchase through the International Civil Aviation Organisation on +44 (0)161 499 0023 or for download at <http://www.jus.uio.no/lm/air.carriage.unification.convention.montreal.1999/doc>. Additionally, the Company's products offered for sale are provided by carriers, hotel keepers, car hire companies and other parties who have their own booking conditions of carriage and business and over whom we may have no direct control. Their booking conditions may strictly limit the circumstances in which compensation is payable to you by them and you agree to be bound by their booking conditions. Copies of their booking conditions are available on request. Please allow at least 28 days for the provision of such information.

Our liability is limited to a maximum of twice the price of the services that you have booked attributable to the person affected even if the actual loss you suffer is more than that. This maximum applies where everything possible has gone wrong and you prove that no benefit or enjoyment has been obtained.

7. (e) Where the Client suffers any accidental illness, personal injury or death as a result of any activity not part of the travel arrangements made by the Company, the Company shall provide prompt advice and assistance. Where the personal injury, illness or death is the responsibility of a third party, excluding any supplier of any component part of

the travel arrangements booked with the Company, the Company's advice and assistance will include financial assistance, at the Company's discretion and where appropriate, up to a maximum of £1,000 for the Client and any other person in the Client's party, to assist with the bringing of legal proceedings against such third party and you must repay this if you are successful in any claim against the person responsible. You must notify us in writing of the steps that you intend to take against the person responsible within 90 days of the relevant occurrence and obtain our written approval which will not be unreasonably withheld.

7. (f) As regards other travel arrangements, the Company acts only as a booking agent and has no liability whatsoever for any aspect of the arrangements made, and, in particular, has no liability for any death, personal injury or loss of whatever nature the Client may suffer.

8. Quotations, information and timetables provided by the Company to the Client are compiled in good faith, and are based on schedules, tariffs, prices, advance information and current exchange rates. Prices of travel are subject to change without notice until a confirmation has been issued by the Company to the Client. The prices of other travel arrangements, and the prices of travel after confirmation, are subject to change only in accordance with the terms of clause 9.

9. The price of other travel arrangements is subject at any time. The price of travel is subject to surcharges on the following items for increases in: transportation costs, e.g. fuel, scheduled airfares, and any other airline surcharges which are part of the contract between airlines (and their agents) and the Company. Government action such as increases in VAT or any other Government imposed increases, currency in relation to adverse exchange rate variations. In the case of favourable currency fluctuations the Company reserves the right to keep prices the same.

Where surcharges are applied, the Company will absorb an amount equivalent to 2% of the travel price which excludes any amendment charges. Only amounts in excess of 2% will be surcharged but where a surcharge is payable there will be an administration charge of £1 together with an amount to cover agent's commission. In no event will a surcharge be imposed within 10 days of departure.

If a surcharge on travel means paying more than 20% of the travel price the Client will be entitled to cancel his travel with a full refund of all money paid, except for any amendment charges and any money the Company has paid out to its suppliers and has been unable to obtain a refund. Should the Client decide to cancel because of this, he must exercise his right to do so within 14 days from the issue date printed on the surcharge invoice. The exchange rates used to

calculate prices are taken from www.xe.com.

10. At the time of going to press a visa is required to enter certain countries featured by the Company. Confirmation of the Client's booking does not guarantee the granting of such a visa nor does the visa, if granted, guarantee entry to the country concerned. The grant of a visa and/or permission to enter a country are exclusively within the domain of the relevant authority and are not matters for which the Company has, or accepts, any contractual responsibilities or liabilities. It is the Client's responsibility to make the necessary applications and to comply with any rules or regulations governing entry to a relevant country. If a visa is not obtained by the Client, cancellation charges in accordance with the scale set out in Clause 5. will apply. In addition, the Company will not accept liability or consider a refund in cases when the Client is unable to travel due to an invalid or mislaid visa or passport.

11. As a condition of booking, it is the Client's responsibility to take out travel insurance and to make sure they have adequate cover.

12. As between the Client and airlines, railways, coach or shipping companies, the conditions of carriage of the relevant airline, railway, coach or shipping company will apply. Some of these conditions of carriage may limit or exclude liability and are often the subject of international agreements between countries. Copies of these conditions, where applicable, may be available for inspection at the offices of the Company or at the carrier concerned.

13. Flight times are provided by airlines and are subject to air traffic control measures. All methods of transportation are subject to weather conditions and the need for constant maintenance, and the ability of passengers to check in on time. While the vast majority of methods of transportation do depart on time, delays can occur and there is no guarantee that flights, ferries, ships, trains or coaches will depart at the time stated by the Company to the Client or on the ticket sent to the Client. The timings are estimates only and the Company does not have any liability to you for any delay which may arise. Where such delays arise the Company will not be liable for additional refreshments or appropriate meals, although in the cases of international flights the carrier, where possible, may provide refreshments and take further appropriate action. We suggest you check your travel insurance for possible cover for these events.

14. The information the Company provides is based on the information provided by the hotels, air, cruise and other travel products displayed in the brochure or on our web-site. For this reason the suppliers remain responsible for the correctness of this information. We therefore cannot guarantee that all the information is accurate and faultless, nor can we be held responsible

BOOKING CONDITIONS (3/3)

for errors or inaccuracies in the supplied information. You should always check the provided information, before acting on the basis of the supplied information. Inclusion or offering for sale any of the products or services in this brochure, or web site does not constitute any endorsement or recommendation of such products or services by the Company. The Company and its suppliers hereby disclaim all warranties, terms and conditions with regard to this information, products and services including all applied warranties, and conditions, of suitable quality, fitness for purpose.

15. The Company reserves the right in its absolute discretion to terminate the travel arrangements of any Client whose behaviour is such that it is likely in the opinion of the Company to cause distress, damage, annoyance or danger to the employees or property of the Company or any third party.

If a Client is prevented from travelling on an aircraft, or staying in a hotel, because in the opinion of any person in authority at the airport or hotel (including, for example, the police, pilot, hotel manager, or security personnel) the Client appears by reason of intoxicating liquor, or misuse of drugs, or for any other reason, either to be unfit to travel or likely to cause discomfort or disturbance to other passengers or hotel guests, the Company responsibility for the Client's journey or travel, including any return flight, or other travel services arranged, thereupon ceases. Full cancellation charges then apply and no refunds will be given. Furthermore the Company is then under no obligation whatsoever for compensation or costs the Client may incur in respect of, or as a result of, alternative arrangements the Client may make.

16. No claim will be entertained by the Company arising from the loss or confiscation of items from the Client by any authority, whether arising from a breach of laws or regulations of the relevant country, or otherwise.

17. In the unlikely event that the client has complaints about the accommodation or any other service provided by the Company, this should be reported to the relevant supplier so that steps can be taken to resolve the matter locally. Further, written evidence of any complaint should be obtained in the resort. Failure to comply with these requirements will substantially affect the client's legal rights. In particular, any entitlement which the Client would otherwise have to compensation may be extinguished or reduced. On return home the Client should follow up the complaint within 28 days of arrival, stating clearly all relevant travel details to enable the Company to identify and fully respond to the Client's complaint. The Company will not consider any claims outside this period.

18. Although most travel, including travel to

international destinations, is completed without incident, travel to certain destinations may involve greater risk than others. The Company urges passengers to review any travel prohibitions, warnings, announcements and advisories issued by The Foreign and Commonwealth Office Travel Advice Unit prior to booking travel to international destinations. Information on conditions in various countries and the level of risk associated with travel to particular international destinations can be found on the FCO's website currently located at <http://www.fco.gov.uk/travel>; or BBC Ceefax. Online medical advice for travelers can be found at the Department of Health's website currently located at <http://www.doh.gov.uk>. Otherwise, for medical advice regarding your journey, please contact your GP or the Department of Health. By offering for sale a particular international destination the Company does not represent or warrant that travel to such points is advisable or without risk and, is not liable for damages or losses that may result from travel to such destinations.

19. The Client agrees that in any action arising out of, or in connection with, this contract, English Law will govern and exclusive jurisdiction is conferred on English Courts, subject only to the permissible arbitration set out above.