

## WAITING TIME

Airports – 2 hours after the scheduled time of plane landing;

Hotels – 30 minutes after the ordered time.

According to the client's approval the waiting time can be extended. Every extra hour is paid additionally;

Coach transfer service reservation is required to book along with English or other language speaking assistant.

## MEET AND GREET AT THE AIRPORT

Delegates who have ordered transfers in advance, after completed passport and customs control procedures will be met by Academservice staff at Academservice desks at the airports.

## GENERAL TERMS AND CONDITIONS

All rates are given in Russian rubles per vehicle and include VAT 18%;

Final confirmation will be provided by ACADEMSERVICE either by fax or e-mail upon 100% prepayment.

All reservations are subject to availability at the moment of booking.

The deadline for transfers' booking is 08 November 2017.

Requests made after 08 November is available upon request.

Any modification or amendment request to a transfer booking should be made in written form and sent to [moscowTB-SDG@acase.ru](mailto:moscowTB-SDG@acase.ru) no later than 08 November 2017.

## TERMS OF CANCELLATION

Cancellation request must be made in written and submitted to [moscowTB-SDG@acase.ru](mailto:moscowTB-SDG@acase.ru) no later than 08 November 2017 (no penalty will be imposed).

Cancellations made after 08 November or No-Show are subject to 100% cancellation fee.

## TERMS OF PAYMENT

100% prepayment for transfer is required at the moment of booking.

## METHODS OF PAYMENT

Payment for online reservation can be made by Credit Card (Visa/MasterCard/EuroCard/JCB) in RUB at the moment of booking according to Academservice invoice. If payment by Credit Card is not completed within 20 minutes since the moment of booking, your reservation will be automatically canceled.

Payment for offline reservation can be made by Credit Card (Visa/MasterCard/EuroCard/JCB) in RUB or by bank transfer in RUB, USD or EUR according to Academservice invoice.

Please note that bank transfer fees are at delegate or company's charge. Please note that American Express, Visa Electron and MasterCard Electron are NOT accepted