

## ARRIVAL AND DEPARTURE INDIVIDUAL TRANSFER RESERVATION FORM

For Individual arrival and /or departure transfer  
 Please complete this form and return **by 8 November 2017**  
 to the Local conference organizer by e-mail to [moscovTB-SDG@acase.ru](mailto:moscovTB-SDG@acase.ru)

### 1. Personal Information

<b>Title*</b>	Mr.	Ms.	Mrs.	Dr.	Prof.	other ( <i>please specify</i> ):
<b>Name *</b> ( <i>Exactly as in passport</i> )	<b>First name:</b>			<b>Last name:</b>		
<b>Telephone*</b> ( <i>incl. country code</i> )				<b>Fax (<i>incl. country code</i>)</b>		
<b>Mobile Phone</b> ( <i>incl. country code</i> )				<b>E-mail*</b>		

#### Arrival Details

<b>Arrival Date:</b>	<b>Flight Number:</b>	<b>Airport of Arrival:</b>
<b>Arrival Time:</b>	<b>Hotel in Moscow:</b>	

#### Departure Details

<b>Departure Date:</b>	<b>Flight Number:</b>	<b>Airport of Departure:</b>
<b>Departure Time:</b>	<b>Hotel in Moscow:</b>	

#### Accompanying Person Details

<b>First name</b>	<b>Last name</b>
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### 2. Individual Transfer Reservation

Please circle the chosen vehicle and indicate the number of people for transfer.

The rates indicated below are in Russian rubles, including VAT 18% per vehicle

Arrival Transfer Airport-Hotel				
Type of vehicle	Vehicle model	Vehicle capacity	Arrival transfer rate	Number of people
Economy car	Ford Focus, Chevrolet Cruze, Nissan Tiida or similar	Seating : max 2 pax Luggage: max 2	2,700	
Business car	Ford Mondeo, Nissan Teana	Seating : max 2 pax Luggage: max 2	2,950	
Business + class car	Mercedes W-212	Seating : max 2 pax Luggage: max 2	4,800	
Passenger Van	Mercedes Sprinter	Seating : max 10 pax Luggage: max 10	5,600	
Mini Van	Hyundai Grand Starex	Seating : max 5 pax Luggage: 5 max	4,200	
Departure Transfer Hotel-Airport				
Type of vehicle	Vehicle model	Vehicle capacity	Departure transfer	Number of people
Economy car	Ford Focus, Chevrolet Cruze, Nissan Tiida or similar	Seating : max 2 pax Luggage: max 2	2,700	

Business car	Ford Mondeo, Nissan Teana	Seating : max 2 pax Luggage: max 2	2,950	
Business + car	Mercedes W-212	Seating : max 2 pax Luggage: max 2	4,800	
Passenger Van	Mercedes Sprinter	Seating : max 10 pax Luggage: max 10	5,600	
Mini Van	Houndai Grand Starex	Seating : max 5 pax Luggage: max 5	4,200	

### 3. General Terms and Conditions

- The deadline for booking is 08 November 2017.
- All reservations are subject to availability at the moment of booking.
- 100% prepayment for transfer is required at the moment of booking.
- Waiting time: Airports — 2 hours after the ordered time; Hotels —30 minutes after the ordered time.
- Final confirmation will be provided by ACADEMSERVICE either by fax or email upon 100% prepayment.
- 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.
- 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 2017 or No-Show are subject to 100% cancellation fee.
- Refund will be made by ACADEMSERVICE no later than 10 business days after cancellation. In case payment was made by a bank transfer, bank fees will not be refundable.

### 4. Terms of Payment

Payment can be made by Credit Card in RUB (AMERICAN EXPRESS and ELECTRON CARDS are not accepted) or by Bank transfer in RUB, USD or EURO.

#### Option 1

Credit Card:      VISA      MASTER CARD      EUROCARD      JCB

**Card #:**  **Exp. Date (MMYY):**  **CVV:**

Cardholder's name: \_\_\_\_\_

I hereby authorize Academservice LLC to debit my credit card indicated above for the amount due in RUB \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Option 2

Bank Transfer in:      RUB      USD      EURO (Bank fees are at participant charge)

You will receive an invoice in the equivalent amount to be paid in the selected currency

### 5. Disclaimer

In accordance with the requirements of Federal Law No. 152-FZ dated 27.07.2006 On Personal Data, herewith I give my consent to processing and transmission of personal data that I provided when placing this request to the ACADEMSERVICE LLC and other suppliers. This consent shall be valid till 30 November 2017 and shall apply to all persons named in this request. In addition, I guarantee and shall be responsible to ensure that all data specified in this request are true and correct. ACADEMSERVICE LLC are not responsible for any loss, injury, damage or destruction to any property or person, whatever the cause maybe.

I herewith confirm that I agree with terms and conditions and guarantee payment in case of late cancellation or no-show.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For any queries or assistance please contact directly the local conference organizer ACADEMSERVICE:**

Email: [moscowTB-SDG@acase.ru](mailto:moscowTB-SDG@acase.ru)

Phone: +7 (495) 660 90 90 ext. 1202

Address: 28a Shipilovskaya str., 115563, Moscow, Russia