

## EXCURSION RESERVATION FORM

Please fill in this form and return to Academservice  
by e-mail [LES2014@acase.ru](mailto:LES2014@acase.ru) or by fax +7 (495) 662-43-52

ALL EXCURSIONS START AND FINISH AT THE WORLD TRADE CENTER

### 1. PERSONAL INFORMATION

Family name _____	Family name _____
First name _____	First name _____
Phone (incl. country and area ) _____	Phone (incl. country and area) _____
Fax _____ Email _____	Fax _____ Email _____

### 2. PROGRAM (please circle the chosen excursions and indicate the number of people)

Date	Time	Excursions	Price per person in RUB *	Number of people
<b>16 May, Friday</b>	09:00 - 12:45	Moscow city tour with photo stops at Sparrow Hills, visit to Novodevichy Convent	2100	
	13:15 - 17:00	Tsaritsyno Estate: art, history, architecture and the Landscape Museum-reserve	2100	
<b>17 May, Saturday</b>	09:00 - 12:45	Moscow famous cathedrals and monasteries: St. Basil's Cathedral, the Cathedral of Christ the Savior, Novodevichy Convent followed by souvenir shopping	2400	
	13:15 - 17:00	The State Tretyakov Gallery followed by orthodox choir in St. Nicholas church	2100	
<b>18 May, Sunday</b>	09:00 - 12:45	Moscow city tour with photo stops at Sparrow Hills, visit to Red Square and St. Basil's Cathedral, Manezh Square	2100	
	13:15 - 17:00	Russian Handicraft Center Izmailovo and the Museum of Russian Vodka with vodka tasting	2600	
<b>19 May, Monday</b>	09:00 - 12:45	Moscow famous cathedrals and monasteries: St. Basil's Cathedral, the Cathedral of Christ the Savior, Novodevichy Convent followed by souvenir shopping	2400	

	09:00 - 12:45	Moscow Kremlin grounds, cathedrals and Armory Chamber	4100	
	13:15 - 17:00	Russian cooking class in the luxury restaurant Boyarsky in Metropol htl	7500	
	13:15 - 17:00	The Museum of Chocolate with tasting fresh sweets and master-class	2000	
<b>20 May, Tuesday</b>	09:00 - 12:45	Kolomenskoye Estate: art, history, architecture and natural park with folklore show	2100	
	09:00 - 12:45	The Pushkin State Museum of Fine Arts	2400	
	13:15 - 17:00	Moscow Kremlin grounds, cathedrals, Armory Chamber and Red Square	4100	
	13:15 - 17:00	Moscow Kremlin grounds, cathedrals and Diamond Fund	4700	
	13:15 - 17:00	The State Tretyakov Gallery followed by orthodox choir in St. Nicholas church	2100	
	13:15 - 17:00	Moscow city tour with photo stops at Sparrow Hills, visit to Red Square and St. Basil's Cathedral, Manezh Square	2100	
<b>21 May, Wednesday</b>	09:00 - 17:00	Sergiev Posad visit with painting class of famous Russian nesting doll Matryoshka, including lunch in Russian restaurant	3500	
	09:00 - 12:45	Metro Tour and Nokilskaya pedestrian street	2100	
	09:00 - 12:45	Kuskovo Estate including visit to the Ceramics Museum	2100	
	13:15 - 17:00	Tsaritsyno Estate: art, history, architecture and the Landscape Museum-reserve	2100	
	13:15 - 17:00	Fashion House of V. Zaitsev + Master class with Pavlovski shawl	9500	
<b>22 May, Thursday</b>	09:00 - 12:45	Moscow famous cathedrals and monasteries: St. Basil's Cathedral, the Cathedral of Christ the Savior, Novodevichy Convent followed by souvenir shopping	2400	
	13:15 - 17:00	The Pushkin State Museum of Fine Arts	2400	

**\*PRICE INCLUDES: coach, English or Russian speaking guide, entrance fees, VAT 18%.**

### 3. TERMS AND CONDITIONS

- Reservations should be made no later than **28 April 2014**.
- Reservations for Kremlin should be made no later than **15 April 2014**.
- All the excursions start and finish at the entrance № 4 of the World Trade Center.
- All the excursions are on a Seat in Coach (SIC) basis (non-private).
- Each excursion requires minimum 5 people except Cooking class
- Cancellation request should be made in writing form and submitted to [les2014@acase.ru](mailto:les2014@acase.ru) no later than **28 April 2014** (no penalty will be imposed).
- Cancellation request for Kremlin should be made in writing form and submitted to [les2014@acase.ru](mailto:les2014@acase.ru) no later than **15 April 2014** (no penalty will be imposed).
- Cancellation made after **28 April 2014** is subject to cancellation fee equal 100% cost for the ordered

“Russian Cousine” in Metropol hotel (min 6), the Museum of Chocolate (min 10), Kolomenskoye (min 10), Sergiev Posad (min 10) and Fashion House of V. Zaitsev (min 10)

- Confirmation is subject to availability and will not be confirmed until full payment is received. After received payment you'll be supplied with a tour voucher.
- You should bring the tour voucher to the excursion indicated in it. Tour voucher will be provided by Academservice upon 100% prepayment.
- Tour vouchers issued are not exchangeable with other tours.
- Delegates are to assemble at the pick-up point 15 minutes prior to tour departure time.
- Should the tour date selected did not achieve the minimum number of participants required Academservice will ask you to choose from alternative available dates.

excursion.

- Cancellation for Kremlin made after **15April 2014** is subject to cancellation fee equal 100% cost for the ordered excursion.
- Refund will be made by ACADEMSERVICE not later than 10 business days after cancellation. In case payment was made by a bank transfer, bank fees will not be refundable.
- No refunds will be granted for No shows and latecomers.
- Any modification or amendment request to a booking should be made in writing to [les2014@acase.ru](mailto:les2014@acase.ru) no later than **28April 2014**.
- Any modification or amendment request to a Kremlin booking should be made in writing to [les2014@acase.ru](mailto:les2014@acase.ru) no later than **15 April 2014**.

#### 4. TERMS AND METHODS OF PAYMENT

- Prices are given per person in RUB and include VAT 18%.
- 100% Prepayment for the ordered excursions is required at the moment of booking.
- Payment can be made by Credit Card (VISA/MASTERCARD/EUROCARD/JCB) in RUB or by Bank transfer in RUB, USD or EUR.

**Final confirmation and excursion vouchers will be provided by Academservice upon 100% prepayment**

**Please mark with a cross how you wish to settle the payment**

##### **BY CREDIT CARD**

Please debit my      **VISA**      **MASTERCARD**      **EUROCARD**      **JCB**

**AMERICAN EXPRESS, VISA/MASTERCARD ELECTRON and DINERS are not accepted**

Number	
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CVV	
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Expiry date \_\_\_\_\_

Name and normal billing address of cardholder:

\_\_\_\_\_

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PLEASE SEND BY FAX OR E-MAIL COMPLETED AUTHORIZATION LETTER FORM TOGETHER WITH THE PHOTOCOPY OF BOTH SIDES OF THE CREDIT CARD. THE SIGNATURE, NUMBER AND EXPIRE DATE OF CREDIT CARD MUST BE SEEN CLEAR.

I confirm that I am acquainted with cancellation policy and agree with it.

Cardholder's signature \_\_\_\_\_ Date \_\_\_\_\_ Total in RUB \_\_\_\_\_

##### **BY BANK TRANSFER IN THE FOLLOWING CURRENCY (bank fees at participant's charge)**

Please mark with a cross the currency you wish to settle the payment

**RUB**      **EUR**      **USD**

Please complete this form and return to Academservice before 15 / 28 April 2014  
tel.7(495)660-90-90, ext 1207 Fax:7(495)662-43-52; e-mail: [LES2014@acase.ru](mailto:LES2014@acase.ru)  
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