FIFA WORLD CUP
RUSSIA 2018

# Delivery Manual

## FIFA Preliminary Draw 2015

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# 1. Introduction

Successful organization of the Preliminary Draw event is highly dependent on efficient and timely deliveries of the required goods and equipment, including temporary infrastructure elements, furniture, fixtures, equipment for broadcasting and ceremonies, food & beverages, IT equipment, souvenirs, printed materials, branding, fridges & coolers, TV equipment and the like.

In order to ensure coordinated logistics operations and smooth deliveries to key venues of the FIFA Preliminary Draw event (PreDraw), LOC provides PreDraw clients with crucial information about relevant delivery procedures, requirements and guidelines as well as key delivery routes, loading/unloading locations within the venues, and Logistics contacts.

LOC Logistics provides freight forwarding and venue logistics services to relevant internal LOC departments and FIFA. Any other external stakeholders have to make their own venue logistics arrangements at their own cost if logistics support is required. Although non-FIFA entities may choose a logistics operator on their own, LOC recommends working with the official Logistics Service Provider – Kuehne+Nagel. You may find the LSP rate card at the end of this document. However, LOC Logistics in any case will help all PreDraw clients and contributors with guidelines in regards to deliveries, including preferable dates, routes, rules and procedures. You are welcome to direct any further questions to the PreDraw Logistics Team (see contacts in section 12).

# 2. Definitions and Abbreviations

| | |
|---|---|
| Commercial affiliate | Any entity which has been or will be granted any marketing, sponsorship, media, licensing or other commercial rights in connection with FIFA and/or the competitions, including any FIFA partner, FIFA World Cup sponsor or national supporter |
| Events | Preliminary draw show and all events that occur around the Preliminary Draw such as Team Seminar, FIFA Banquet, FIFA World Cup Organizing Committee Meeting, and various official meetings. |
| FIFA | World governing body for the sport of Association Football, which it promotes on a worldwide basis through its development programs, as well as by organizing, supervising and promoting international Association Football competitions and supports and funds programs that support social development through football. FIFA is the creator of all FIFA competitions, including the 2018 FIFA World Cup Russia™ and the FIFA Confederations Cup Russia 2017 and has ultimate authority over the manner in which all FIFA competitions are staged and organized |
| FIFA delegation | The delegation appointed by FIFA for the competitions, including certain competition-related events, comprising FIFA committee members, staff, consultants and temporary support personnel of FIFA and any FIFA subsidiary companies, FIFA's guests, (including VIP and VVIP guests) and any other individuals nominated by FIFA as being a member of such delegation |

| | |
|---|---|
| FIFA officials | FIFA committee members and staff, consultants and temporary support personnel of FIFA and any FIFA subsidiaries as well as any other individuals nominated by, or accredited at the direction of, FIFA with an official function in relation to the competitions |
| FIFA Organizing Committee | The organizing committee for the FIFA World Cup™ and the organizing committee for the FIFA Confederations Cup appointed by the FIFA Executive Committee according to the FIFA Statutes |
| Host country | Country of the Russian Federation |
| LOC | Local organizing committee appointed by FIFA and founded by the government of the Russian Federation and the Football Union of Russia in 2011. The LOC is the body responsible for preparing and staging the competitions in accordance with the terms and conditions of the hosting agreement |
| LOC officials | Members of any LOC board or committees and staff, consultants and temporary support personnel of the LOC and any LOC subsidiaries (not including any volunteers) as well as other individuals nominated by, or accredited at the direction of, the LOC |
| Logistics Compound and Logistics Office | Central logistics office and compound, located at the PreDraw venue (Konstantinovsky Palace) in St. Petersburg. The following operations are taking place at the Logistics Compound: unloading and loading, unpacking and packing, pick and pack, provision of manpower and material handling equipment such as forklifts, pallet jacks and trolleys as well as deliveries inside the PreDraw venue and to official hotels and the Russian Museum. |
| LSP | Official logistics service provider nominated by the LOC Logistics through an official bidding process |
| Marketing affiliates | FIFA partners, FIFA World Cup sponsors, regional supporters and licensees |
| Marketing rights | In any and all media, throughout the universe, and in all languages, any and all advertising rights, promotional rights, rights of endorsement, rights of association, premium and giveaway rights, marketing rights, merchandising and licensing rights, catering and concession rights, sponsorship rights, hospitality rights, travel and tourism rights, ticketing rights, accommodation rights, publishing rights, betting/gaming rights, retail rights, music rights, philatelic rights, numismatic rights, lottery rights, auction rights and any other rights and/or associated commercial opportunities (whether now known or hereafter invented) relating to the competitions, to the extent that such rights are not media rights |
| Media representatives | All professional representatives of the host broadcaster, the media rights licensees and other media entities to whom FIFA and/or the LOC grants the right to receive an official media accreditation card to access the FIFA Preliminary Draw venue or another site (or parts of it) for matches or other competition-related events |
| Media rights | Right to report upon, record, transmit or otherwise exploit any still or moving visual-only images, any audio-only material, any audio-visual material, any text and any data by any means whatsoever (whether now known or hereafter devised, developed or invented), any aspect or element of the |

| | |
|---|---|
| | competition taking place within any site on a live and/or delayed basis in any media and by any means of delivery whether now known (including successor technologies) or hereafter invented. For the avoidance of doubt, the right to broadcast and/or transmit the basic audiovisual feed (or any supplemental feed) and the right to transmit radio commentary of any match of the competition constitute media rights. The media rights include the right to record, create and exploit the official film of the competition and/or similar audio-visual products and programming, and shall include fixed media rights, public exhibition rights, in-flight rights and in-ship rights |
| Media Rights Licensee (MRL) | Any entity which acquires from FIFA, or from any entity appointed by FIFA, any Media Rights, including the right to broadcast, stream and/or transmit, via any medium and by any means of transmission, the basic audiovisual feed, any supplemental feed, audio-feed or any other content and/or material that is subject to the respective Media Rights |
| Participating member association" (PMA) | Any member association whose representative team qualifies to participate in the competitions, including the member association of the host country |
| Preliminary draw | Draw ceremony in which teams of all member associations participating in the qualification for the FIFA World Cup™ are drawn into competition groups for each of the confederations |
| Team delegation member | Players and team officials of a member association |
| PreDraw Venue | The National Congress Palace where the PreDraw show will take place. |
| Remote Site | Venues and sites located outside The National Congress Palace such as the Russian Museum and official hotels. |
| VSA | Vehicle Screening Area |

# 3. Key Events and Locations

| Event | Date |
|---|---|
| Media Center Opening | 22.07.2015 |
| Media Briefing | 23.07.2015 |
| FIFA Banquet | 24.07.2015 |
| Teams seminar | 25.07.2015 |
| Preliminary Draw show, Commercial display | 25.07.2015 |

# 4. Key Locations

- Preliminary Draw show venue, Commercial Display, FIFA organizing committee venue:
  The National Congress Palace (Konstantinovsky palace) – Berezovaya alley 3, Strelna, 198515;
- FIFA Banquet venue:
  Russian Museum. Mikhailovsky Palace - 4 Inzhenernaya Str., St. Petersburg, 190000;
- Teams seminar venue:
  The Corinthia Hotel, 57 Nevsky Avenue, St. Petersburg;
- FIFA HQ:
  The Hotel Astoria, 39 Bolshaya Morskaya Str., St. Petersburg, 190000;
- LOC Offices:
  The Baltic Star Hotel, Berezovaya alley 3, Strelna, Saint Petersburg, 198515;
- Official hotels:
  See section 11.
- Pre Draw Logistics compound and Logistics office:
  The National Congress Palace, Portovaya Str., 25, Strelna, Saint Petersburg, Russia
  198515 - Baltic Parking Lot of National Congress Palace

# 5. Important Deadlines and Periods

The following delivery periods are related to the PreDraw venue. Other supporting venues have their own security procedures and delivery windows.

| Period | Dates | Description |
|---|---|---|
| Bump-In Period | 25.06 – 14.07 | This is the main delivery period for all stakeholders.<br>LOC Logistics Compound will be operational beginning on 25.06 at the PreDraw Venue.<br>Simplified non-accreditation access procedure of venue owner on the basis of the Access List is applicable during this period. |
| Lockdown Period | 15.07 – 25.07 | In addition to venue owner access list procedure, LOC Accreditation will be activated during Lockdown period. In order to perform delivery to PreDraw venue, vehicle must possess venue delivery pass, driver must be either accredited or be in the Access list.<br>Overall LOC accreditation period lasts from 15.07.2015 till 25.07.2015 23:59.<br>Logistics Compound will be fully operational during Lockdown period. |
| Non-Delivery Period | 24.07 - 25.07 | Due to additional security in place and restrictions attributable to event operations - all deliveries to PreDraw venue should be performed before the 24th of July. |
| Bump-Out Period | 26.07 – 02.08 | Bump-out period starts from 08:00 am on the morning after the PreDraw Show.<br>During Bump-out period all furniture and equipment will be removed from the venue. |

# 6. Shipment Pre-Alert Model

With the aim to guarantee outstanding Logistics support, prepare logistics resources on-site, regulate the load on the transport and security infrastructure, and to assist clients with access to venues and delivery routes, LOC kindly recommends notifying the Logistics team about your planned delivery to PreDraw venue in advance.

Information regarding your delivery will be used by Logistics to pre-advise respective authorities, functional areas of the LOC as well as to efficiently plan and allocate Venue resources. LOC will also advise you on the most reasonable loading/unloading point and will help with physical coordination of delivery vehicles on-site.

Please make sure you plan and order the required logistics services in advance.

Once you planned all operations and agreed on all services with either your own or the official logistics operator, please provide information about your delivery at least 72 hours prior to the planned delivery date in case you deliver to the secure perimeter of the PreDraw Venue, or 48 hours if you deliver to the Logistics compound, via **logistics@loc2018.com** and / or **ru.order.fifa2018@Kuehne-Nagel.com** by using the form below:

| Shipment Pre-Alert Form | Sample |
|---|---|
| Company Name | *HBS* |

| | |
|---|---|
| Contact Person<br><br>Contact mobile phone number | *Mr. Jones*<br><br>*Mobile: +12345678* |
| LOC Functional Area Contact | *BRO* |
| Venue | *PD Draw, Strelnia* |
| Delivery within venue location | *Broadcast Compound* |
| Delivery Date | *22/07/2015* |
| Vehicle / Equipment Plate Number | *A 123 BC 45* |
| Planned shipped volume / weight of the shipment | *3 pallets, 450 kgs* |
| Cargo Type | *Broadcast Equipment* |
| Required venue logistics services | *Unloading, storage of empties* |

Once shipment is cleared with the P-Draw Logistics Team, you will be provided with detailed delivery instructions.

# 7. Cargo Packaging and Labelling Requirements

## Packing

Before loading and transportation all items should be properly packed and each piece should be marked.

If freight is shipped on the pallet, the following requirements should be followed:

- strong, robust, solid and water-resistant packaging;
- standard pallets EUR / EPAL-pallet - 1200 × 800 × 144 mm;
- maximum load – up to 1000 kg.;
- even distribution of weight;
- firm pallet without damage.

If goods are locked, the key to the lock must follow the shipment to make it possible to open it for security examination at the destination point. One key must be carried by a customer representative who will be on-site during the delivery. The shipment must be properly packed and marked to secure its safety during transportation and handling at the venue.

LOC Logistics and PreDraw LSP will not be responsible for damage to improperly packed material or for concealed damage if it occurs during handling within the logistics compound or at any other official venue.

## Labelling

All goods must be clearly marked with the labels, including the following information:

- shipper name
- consignee

- venue name and
- quantity of packages / pallets / boxes (i.e. 3 packages in total = 1/3, 2/3, 3/3)

Packages with a gross weight above 2.000 kg have to be marked separately with lifting and balance points. You may use the shipping label sample below. A blank form of the label can be requested from the Logistics team.

**FIFA 2018 WC PRELIMINARY DRAW ST. PETERSBURG RUSSIA, 2015**

**ОСТОРОЖНО ХРУПКИЙ ГРУЗ HANDLE WITH CARE**

| Shipper / Отправитель | Consignee / Получатель: |
|---|---|
| Contact Person: Ivan Ivanov<br>Phone no.: + 123456789 | Contact person: Petr Petrov<br>Phone no.: + 987654321 |
| CHANNEL ONE RUSSIA<br>127427, Academika Korolyova Street 19<br>Moscow Russian Federation | CHANNEL ONE RUSSIA<br>Broadcast Work Area |

| Case no. | of total cases | Weight in kgs | Mode of Transport | | Origin | Destination (Venue Name) |
|---|---|---|---|---|---|---|
| 2 | 5 | 120 | TRUCK<br>AIR<br>OCEAN | X | MOW | TV Compound<br>Office 12345 |

# 8. Delivery to PreDraw Venue

The central Venue of the Preliminary Draw event is at the National Congress Palace located in St. Petersburg, at Berezovaya alley 3, Strelnia (Konstantinovsky Palace).

According to the Preliminary Draw plan, key operations of the LOC, Broadcasters, FIFA, Marketing partners and Service providers will be performed at the PreDraw venue, therefore most cargo deliveries will be directed to the National Congress Palace.

The final delivery and unloading point commonly depends on the specific operational plan. For goods of FIFA-related entities and LOC, the Logistics compound is considered as a central delivery point and storage area for PreDraw. However, considering that some deliveries will be performed before readiness of temporary infrastructure (ex. branding, signage or furniture), the Logistics compound may be used as a central delivery point also for non-FIFA entities, but with prior approval from LOC Logistics, in order to streamline all types of deliveries.

If you plan to install equipment or distribute goods right after the delivery, it may be more efficient to address cargo directly to the final destination of use. As an example, if Host Broadcaster delivers broadcast equipment or OB vans to the PreDraw venue, it is more reasonable to send equipment directly to the Broadcast compound instead of the Logistics compound.

## 8.1. Key Delivery Routes for the Trucks

Access to the PreDraw venue for truck deliveries is highlighted with a light blue dotted line.

The PreDraw venue is located within St. Petersburg City Circle Road – any truck having more than 8 tons coupled weight (truck weight plus cargo weight) needs a St. Petersburg Administration City Pass. The City Pass Application must be sent Mon-Thu 09:00 – 15:00, Fri 09:00:14:00 via http://gov.spb.ru/gov/otrasl/blago/informaciya-dlya-grazhdan-i-organizacij/gosdarstvennye-uslugi/vydacha-propuskov-na-dvizhenie-gruzovyh-transportnyh-sredstvrazreshenn/. City Pass Issue takes 3 working hours and is to be collected by the Applicant on the day of application. A City Pass is valid for 5 days.

As to the venue itself, trucks of any size can access the PreDraw venue. However, the main road has only two lanes – LOC Logistics must be notified in advance about a planned delivery in order to anticipate potential congestion along the main road and make sure all stakeholders are able to deliver their equipment.

*A detailed scheme of delivery routes and unloading points will be provided by Logistics team after receiving preliminary information about planned delivery.*

## 8.2. Security and Access Rules

Because of international significance of the event and special security measures taken to protect guests and stakeholders, you need to consider that all delivery vehicles are subject to security checks before entering the secure perimeter of the PreDraw venue, including accreditation and access lists for drivers, screening and access lists for vehicles.

Security procedures vary, depending on the date of delivery - lockdown/non-lockdown period.

NOTE

The Logistics Compound is located outside the secure perimeter of the PreDraw venue. In order to deliver to the Logistics Compound, the delivery vehicle, driver and crew do not require an additional accreditation or access list to reach the Logistics Compound. You simply need to clear the delivery with the Logistics team in advance (see. Section 6). However, the Logistics Compound may be subject to additional security measures - Logistics will consult clients in this regard after receiving a pre-alert about the delivery.

All delivery and service vehicles addressed to PreDraw sites located inside the Congress Palace secure perimeter (Draw Hall, Commercial display, Broadcast compound, Press center, IT-compound) must enter through Vehicle screening area 3 (see Delivery routes section).

- **Bump-In and Bump-Out (non-accreditation period): before 15.07.2015 and starting from 26.07.2015**

During this period, information about all equipment and staff (including truck drivers) must be submitted 72 hours before the planned delivery to the National Congress palace administration via Taras Mukovoz mukovoz@loc2018.com.

Required Truck / Driver Info

| Item No. / № п/п | Vehicle make / Марка машины | Plate number / Гос. номер | Name, surname of the driver / Фамилия Имя Отчество водителя | Date of birth, place of birth, registration date / Число, месяц, год, место рождения и регистрации | Pass or passport number, date of issue, issuing authority / Паспортные данные (серия, номер, когда и кем выдан) или № пропуска | Access Zone / Зона посещения |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Required Cargo Info

| Item No. / № п/п | Type of cargo / Наименование груза | Cargo Identification Number / Регистрационный номер | Quantity / Количество | Delivery zone / Зона доставки |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

Required Staff Info

| Item No. / № п/п | Name, Surname / Фамилия Имя Отчество | Date of birth, place of birth, registration date / Число, месяц, год, место рождения | Registered address of residence / Место регистрации | Passport number, date of issue, issuing authority / Паспортные данные (серия, номер, когда и кем выдан) |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

- Lock Down Period (accreditation Period) 15.07.2015 - 25.07.2015

All staff including truck drivers and material handlers need to have accreditation. Accreditation procedure is described in Accreditation operations plan, which will be distributed to all stakeholders by LOC. In case you have any questions about accreditation procedure, please contact accreditation@loc2018.com.

However, from 15/07/2015 to 23/07/2015 23:59 you may use the Access list system to enter PreDraw venue. The following information shall be submitted 72 hours before planned delivery to the National Congress Palace administration via Taras Mukovoz mukovoz@loc2018.com.

Required Truck / Driver Info

| Item No. / № п/п | Vehicle make / Марка машины | Plate number / Гос. номер | Name, surname of the driver/ Фамилия Имя Отчество водителя | Date of birth, place of birth, registration date / Число, месяц, год, место рождения и регистрации | Pass or passport number, date of issue, issuing authority / Паспортные данные (серия, номер, когда и кем выдан) или № пропуска | Access Zone / Зона посещения |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Required Cargo Info

| Item No. / № п/п | Type of cargo / Наименование груза | Cargo Identification Number / Регистрационный номер | Quantity / Количество | Delivery zone / Зона доставки |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

All forms are available on-line. In case of any difficulties with downloading, do not hesitate to contact Logistics (Logistics@loc2018.com).

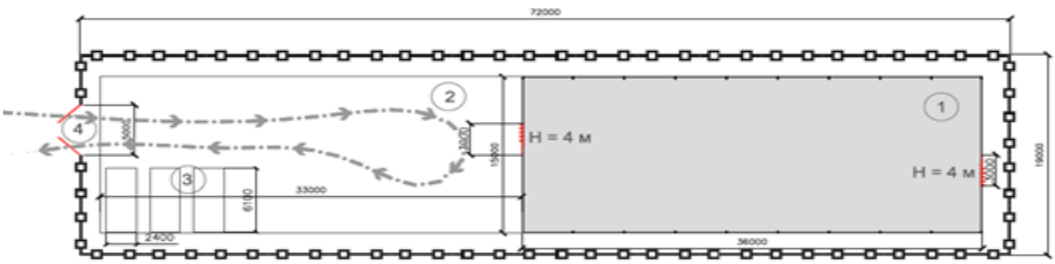
## 8.3. Logistics Compound

In order to streamline delivery flows and to organize the area for temporary storage of materials and equipment for PreDraw, the centralized Logistics compound is set up in close proximity to key PreDraw sites within the National Congress Palace. The Logistics compound is located outside but close to the Venue secure perimeter and consist of a loading/unloading zone, parking space for trucks/material handling equipment and 480 $m^2$ of storage space.

Storage in the Logistics compound will be provided for FIFA-related entities and LOC according FIFA requirements.

However some non-FIFA related clients (e.g. Branding service provider or Ceremony production company) may be provided with dedicated storage space in the Logistics compound if pre-agreed with the Logistics team in advance.

Logistics Compound Layout




## Logistics Compound Operations Time

The Logistics Compound will be in operation starting from 24.06.2015 until 02.08.2015.

Working hours of the Logistics Compound are planned as follows:

| Period | Working Hours |
|---|---|
| 24/06/2015 – 04/07/2015 | 09:00 – 18:00 |
| 05/07/2015 – 25/07/2015 | 08:00 – 00:00 |
| 26/07/2015 - 28/07/2015 | 00:00 – 00:00 |
| 29/07/2015 - 02/08/2015 | 09:00 – 18:00 |

## 8.4. Logistics Compound Resources

In order to ensure smooth and efficient Preliminary Draw logistics operations, PreDraw venues will be supported by a strong Logistics team, including experienced managers, supervisors, material handlers, forklift drivers and vehicle drivers. LOC Logistics team will be based in the Logistics compound. To support clients on-site, Logistics operates a sufficient pool of logistics resources including trucks, material handling equipment, tools and packing materials.

Standard logistics resources include:

- Material Handlers – available to assist clients with physical tasks around the PreDraw venue,
- Material Handling Equipment (MHE) – various types of equipment available to assist clients in moving materials around the PreDraw venue,
- Central Supply Kit – kit of tools & equipment commonly required during preparation and staging of large events (e.g. shovels, screwdrivers, sledgehammer). These items will be loaned to LOC Departments, FIFA and FIFA-related clients to complete small self-maintenance tasks.

Resources are made available to clients based on advance request, operational need and operational priority and will be provided on daily basis – not for long-term usage.

To request on-site logistics support, you need to contact the Logistics manager on-site according to the standard request protocol.

Please consider that some of additional logistics services (for example, local transportation, additional storage containers, dedicated resources for a long-term period) may be provided by LSP only on the Rate card basis.

The following logistics services are available on a pre-order basis via LOC Logistics/LSP rate card (depending on the request) to support your planning activities and operations:

- Material handling equipment, such as forklifts, trolleys, pallet jacks;
- Logistics staff, such as workers (handlers) and venue logistics supervisors onsite;
- Temporary equipment, such as storage racks, fencing, office and storage containers;
- Delivery to / from PreDraw venue by designated trucks;
- Deliveries to the Russian Museum and official hotels;
- Venue-to-venue deliveries and distribution to venues;
- Storage of empties and full cases at the logistics compound warehouse as well as external LSP warehouses;
- Pick and pack services, unpacking and packing as well as provision of packaging materials.
- Provision of tools, such as hammers, screwdrivers, scissors, etc.

If you require any assistance please kindly place your order with LOC Logistics 3 working days prior to the required operations date via **logistics@loc2018.com** or in person at LOC Logistics office.

## Logistics Team Contacts

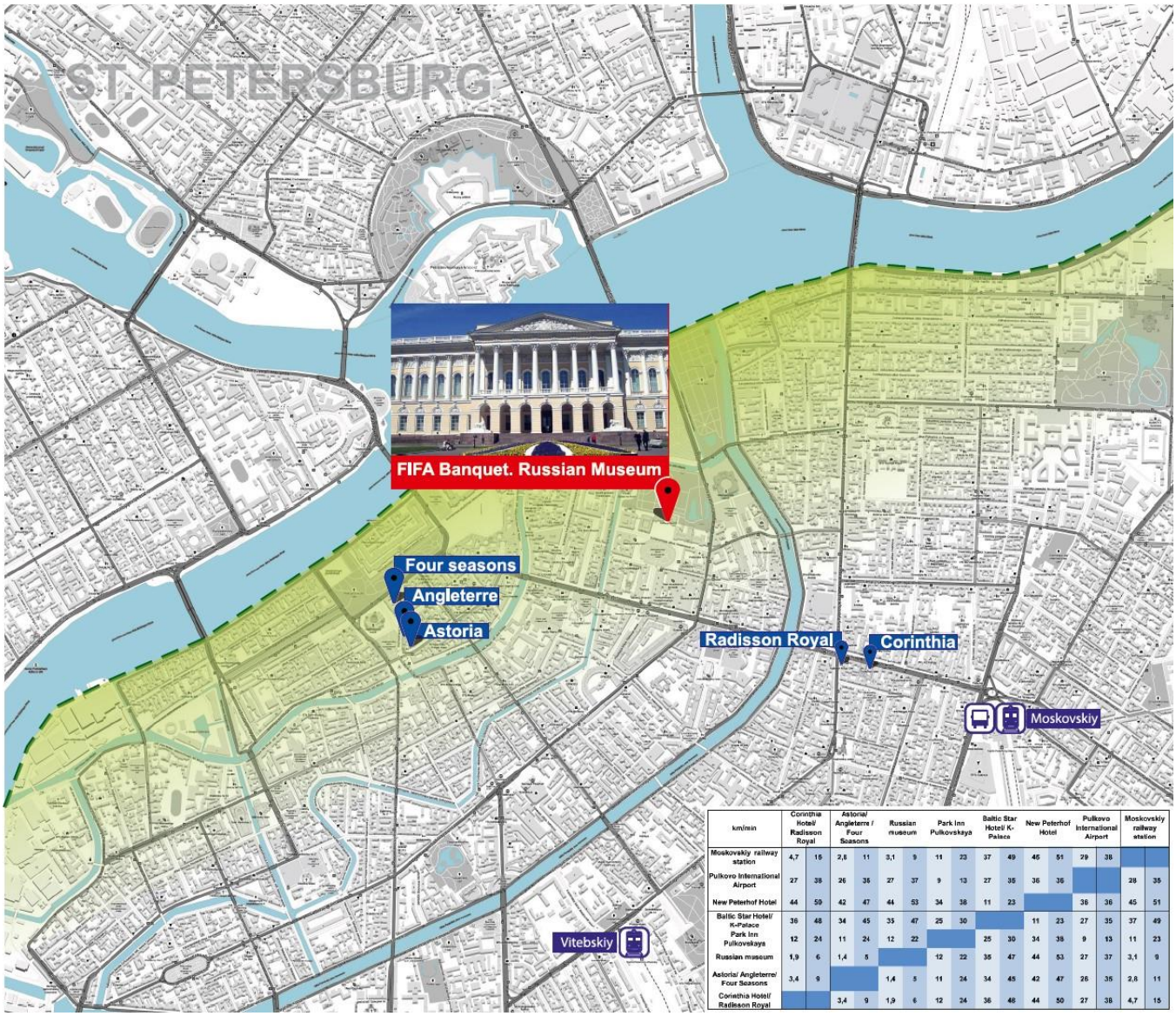
| Name | Title | Email | Telephone Numbers |
|---|---|---|---|
| Natalia Kirillova | Preliminary Draw Project Manager (LSP) | Natalia.Kirillova@kuehne-nagel.com | Mobile: +7 909 915 95 57 |
| Maksim Evdokimov | LOC Logistics Manager | Evdokimov@loc2018.com | Phone: +7 495 785 2018<br>Mobile: +7 925 999 27 91 |

# 9. Logistics Support at Remote Sites

LOC Logistics kindly requests PreDraw stakeholders to pre-alert on the planned deliveries and required resources at remote areas. To plan and assign resources accordingly, we kindly ask you to inform LOC Logistics in advance about needed services and equipment. If you require any assistance please kindly place your order with LOC Logistics 3 working days prior to the required operations date via **logistics@loc2018.com**. On a pre-order basis, LOC Logistics will provide the required number of handling staff, needed equipment and other on-site logistics support. If you require extra services at remote sites, please contact LSP as described in Section 13.1.

# 10. Delivery to FIFA Banquet

FIFA Banquet will be held at the Mikhailovsky Palace in the Russian Museum, located in St. Petersburg at Inzhenernaya street, 4.

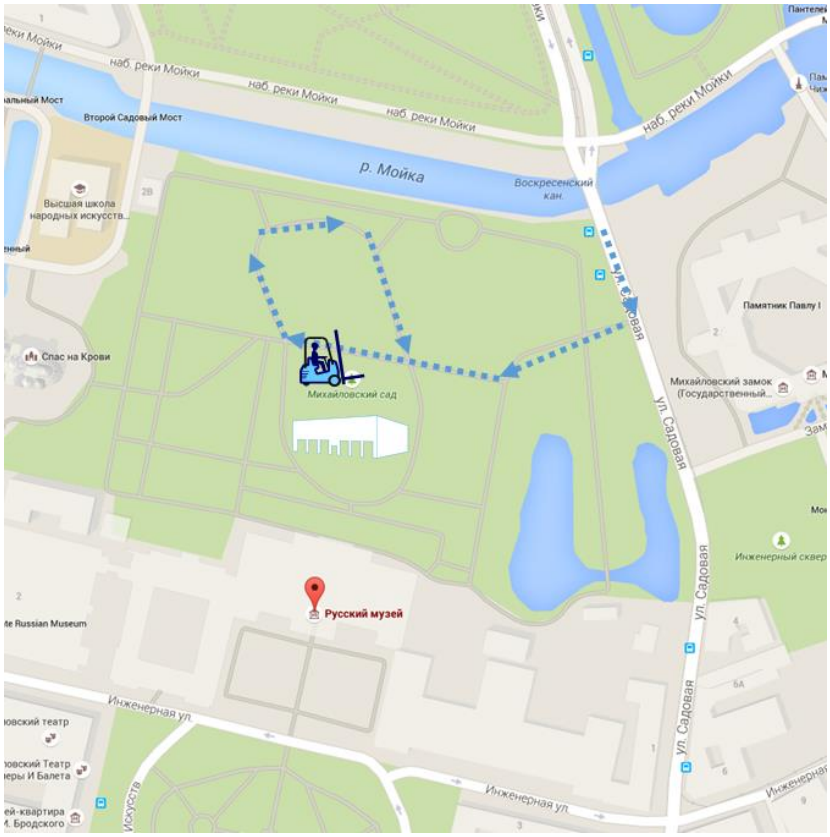



| km/min | Corinthia Hotel/ Radisson Royal | | Astoria/ Angleterre / Four Seasons | | Russian museum | | Park Inn Pulkovskaya | | Baltic Star Hotel/ K-Palace | | New Peterhof Hotel | | Pulkovo International Airport | | Moskovskiy railway station | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Moskovskiy railway station | 4,7 | 15 | 2,8 | 11 | 3,1 | 9 | 11 | 23 | 37 | 49 | 45 | 51 | 29 | 38 | | |
| Pulkovo International Airport | 27 | 38 | 26 | 35 | 27 | 37 | 9 | 13 | 27 | 35 | 35 | 35 | | | 28 | 35 |
| New Peterhof Hotel | 44 | 50 | 42 | 47 | 44 | 53 | 34 | 38 | 11 | 23 | | | 36 | 36 | 45 | 51 |
| Baltic Star Hotel/ K-Palace | 36 | 48 | 34 | 45 | 35 | 47 | 25 | 30 | | | 11 | 23 | 27 | 35 | 37 | 49 |
| Park Inn Pulkovskaya | 12 | 24 | 11 | 24 | 12 | 22 | | | 25 | 30 | 34 | 38 | 9 | 13 | 11 | 23 |
| Russian museum | 1,9 | 6 | 1,4 | 5 | | | 12 | 22 | 35 | 47 | 44 | 53 | 27 | 37 | 3,1 | 9 |
| Astoria/ Angleterre/ Four Seasons | 3,4 | 9 | | | 1,4 | 5 | 11 | 24 | 34 | 45 | 42 | 47 | 26 | 35 | 2,8 | 11 |
| Corinthia Hotel/ Radisson Royal | | | 3,4 | 9 | 1,9 | 6 | 12 | 24 | 36 | 48 | 44 | 50 | 27 | 38 | 4,7 | 15 |

The Russian Museum is a state historical venue which has its own delivery policies in place. Please consider the information below when planning your deliveries:

The Russian Museum is located in the historic part of the city center, which is located within St. Petersburg City Circle Road. Access to the PreDraw venue for truck deliveries is highlighted with a light blue dotted line. The PreDraw venue is located within St. Petersburg City Circle Road – any truck having more than 8 tons coupled weight (truck weight plus cargo weight) needs a St. Petersburg Administration City Pass. The City Pass Application must be sent Mon-Thu 09:00 – 15:00, Fri 09:00:14:00 via http://gov.spb.ru/gov/otrasl/blago/informaciya-dlya-grazhdan-i-organizacij/gosdarstvennye-uslugi/vydacha-propuskov-na-dvizhenie-gruzovyh-transportnyh-sredstvrazreshenn/. City Pass Issue takes 3 working hours and is to be collected by the Applicant on the day of application. A City Pass is valid for 5 days.

However, due to specifics of the Russian Museum venue, physical delivery is only possible during the night time, and the maximum truck load capacity is limited to 1.5 tonnes due to a gravel road surface. In addition, the truck length must not exceed 5 m due to very narrow park lanes, trees and historical landmarks onsite. The unloading area must be accessed from Sadovaya street as shown on the map below.




# 10.1. Access and Delivery to the Russian Museum

Before 18/07/2015 23:59

Application in MS Word (Access List) editable format and signed copy scan must be sent to Mariya Kadomskaya at **mariya.rusmuseum@mail.ru**, Tel.: +7 (921) 881-30-44.

Access List for the Staff

Staff Access List Request Form / Заявка на оформление пропусков для обслуживающего персонала при проведении мероприятия

Participating Company / Фирма-участник /: _____

Company Name / название фирмы

_____

Registered Office Address / Director's Name / юридический адрес, фамилия директора

_____

Name and Surname of the Person in Charge / Ф.И.О. и телефон ответственного лица

| Item No. / № п/п | Date of Operation / Дата работы | List of Staff Members (full names) / Список сотрудников (ФИО) | Title / Должность | Passport Details / Паспортные данные | Registered Address of Residence / Регистрация | Notes / Примечание |
|---|---|---|---|---|---|---|
| | | | | | | |

I hereby confirm the consent of colleagues (employees) at our company listed in this Staff Access List Request Form to have their personal ID details processed, including by automatic computer systems as well as by official authorities. This consent has been given for an indeterminate period of time.

Настоящим подтверждаю, что письменное согласие сотрудников (работников) нашей организации, указанных в настоящей служебной записке, на обработку их персональных данных, в том числе с применением средств автоматизации, а также на передачу другим организациям для оформления пропуска в Русский музей получено.
Согласие дано без ограничения срока действия.

«_____» _____ 2015 г. _____

(signature, surname, name, patronymic) / (подпись, фамилия, имя, отчество)

Stamp Here / М.п.

Access List for the Transport

Access List for the Transport / Equipment for Move in / Move out Required for the Event / Заявка на въезд/выезд автотранспорта для ввоза/вывоза материалов и оборудования, необходимых для проведения мероприятия

Participating Company / Фирма-участник /: _____

Company Name / название фирмы

_____

Registered Office Address / Director's Name / юридический адрес, фамилия директора

_____

Name and Surname of the Person in Charge / Ф.И.О. и телефон ответственного лица

| Item No. / № п/п | Date of the Move In / Дата и время въезда | Date of the Move Out / Дата и время въезда | Plate number / Гос. номер | Name Surname of the driver/ Фамилия Имя Отчество водителя | List of Materials and Equipment / Перечень материалов и оборудования | Notes / Примечание |
|---|---|---|---|---|---|---|
| | | | | | | |

«_____» _____ 2015 г. _____

(signature, surname, name, patronymic) / (подпись, фамилия, имя, отчество)

Stamp Here / М.п.

19/07/2015 00:00 – 24/07/15 23:59

Application in MS Word (Access List for the Staff and Transport) editable format and signed copy scan must be sent to Alexander Protasov at **aprotasov@loc2018.com** and Regina Kolieva at **rkolieva@loc2018.com**.

Access List for the Staff and Transport

Access List for the Transport / Equipment for Move in / Move out at the Russian Museum / Заявка на организацию доступа физических лиц и транспортных средств в Государственный Русский Музей.

**Application Date / Дата заполнения Заявки: «__» _____ 2015 г.**

| Item No. / № п/п | Name, Surname as they appear in the Passport / ФИО (как в паспорте) | Company, title / Организация, должность | ID Details / Паспортные данные | Purpose of Visit / Цель посещения | Visit Period (DD.MM.YY – DD.MM.YY) Срок посещения (ДД.ММ.ГГ – ДД.ММ.ГГ) |
|---|---|---|---|---|---|
| | | | | | |
| Truck Information (Plate Number, Model) / Данные о транспортных средствах (гос. номер, марка т/с) | | | | | |

_____
(Title of LOC employee responsible for the visit) / (должность сотрудника АНО «Оргкомитет «Россия-2018», ответственного за визит)

_____/_____/
(Signature, name and surname of LOC employee responsible for the visit) / (подпись, ФИО сотрудника, ответственного за визит)

*Application Approval Status / Отметка о согласовании Заявки:*

| | |
|---|---|
| _____<br>(approved / not approved) / (статус: согласовано/не согласовано) | _____Alexander Protasov / Director of the LOC Security Department<br>/ Протасов А.В., директор департамента Безопасности Оргкомитета «Россия – 2018» / |

*If you need to access the tent in the garden, please also submit the below form.*

Staff Access List Request Form / Заявка на оформление пропусков для обслуживающего персонала при проведении мероприятия

Participating Company / Фирма-участник /: _____

Company Name / название фирмы

_____

Registered Office Address / Director's Name / юридический адрес, фамилия директора

_____

Name and Surname of the Person in Charge / Ф.И.О. и телефон ответственного лица

| Item No. / № п/п | Date of Operation / Дата работы | List of Staff Members (full names) / Список сотрудников (ФИО) | Title / Должность | Passport Details / Паспортные данные | Registered Address of Residence / Регистрация | Notes / Примечание |
|---|---|---|---|---|---|---|
| | | | | | | |

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Согласие дано без ограничения срока действия.

«_____» _____ 2015 г. _____

(signature, surname, name, patronymic) / (подпись, фамилия, имя, отчество)

Stamp Here / М.п.

## 25/07/2015 00:00 – 02/08/15 23:59

Application in MS Word (Access List) editable format and signed copy scan must be sent to Mariya Kadomskaya at mariya.rusmuseum@mail.ru, Tel.: +7 (921) 881-30-44. Application in MS Word (Access List) editable format and signed copy scan must be sent to Mariya Kadomskaya at **mariya.rusmuseum@mail.ru**, Tel.: +7 (921) 881-30-44.

Access List for the Staff

Staff Access List Request Form / Заявка на оформление пропусков для обслуживающего персонала при проведении мероприятия

Participating Company / Фирма-участник /: _____

Company Name / название фирмы

_____

Registered Office Address / Director's Name / юридический адрес, фамилия директора

_____

Name, Surname, and Phone Number of the Person in Charge / Ф.И.О. и телефон ответственного лица

| Item No. / № п/п | Date of Operation / Дата работы | List of Staff Members (Full Names) / Список сотрудников (ФИО) | Job Title / Должность | Passport Details / Паспортные данные | Registered Address of Residence / Регистрация | Notes / Примечание |
|---|---|---|---|---|---|---|
| | | | | | | |

I hereby confirm the consent of colleagues (employees) at our company listed in this Staff Access List Request Form to have their personal ID details processed, including by automatic computer systems as well as by official authorities. This consent has been given for an indeterminate period of time.

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Согласие дано без ограничения срока действия.

«_____» _____ 2015 г. _____

(signature, surname, name, patronymic) / (подпись, фамилия, имя, отчество)

Stamp Here / М.п.

Access List for the Transport

**Access List for the Transport / Equipment for Move in / Move out Required for the Event / Заявка на въезд/выезд автотранспорта для ввоза/вывоза материалов и оборудования, необходимых для проведения мероприятия**

Participating Company / Фирма-участник /: _____

Company Name / название фирмы

_____

Registered Office Address / Director's Name / юридический адрес, фамилия директора

_____

Name and Surname of the Person in Charge / Ф.И.О. и телефон ответственного лица

| Item No. / № п/п | Date of the Move In / Дата и время въезда | Date of the Move Out / Дата и время въезда | Plate Number / Гос. номер | Name, Surname of the driver/ Фамилия Имя Отчество водителя | List of Materials and Equipment / Перечень материалов и оборудования | Notes / Примечание |
|---|---|---|---|---|---|---|
| | | | | | | |

«_____» _____ 2015 г. _____

(signature, surname, name, patronymic) / (подпись, фамилия, имя, отчество)

Stamp Here / М.п.

All forms are available on-line. In case of any difficulties with downloading, do not hesitate to contact Logistics (Logistics@loc2018.com).

# 11. Delivery to the Official Hotels

The majority of hotels are located in the city center of St. Petersburg, which means that deliveries are subject to a truck load capacity limit of 1.5 tonnes. Any delivery by truck with a load capacity exceeding 1.5 tonnes requires a special city permit. A city permit is normally obtained in 15 days by applying to the St. Petersburg Traffic Management Directorate.

Moreover, official PreDraw hotels have their own traditions of Logistics, thus LOC kindly recommends that any cargo, truck, equipment or manpower must be aligned with hotel management via Logistics Team at least 1 day prior to the actual delivery date via logistics@loc2018.com. If you require any extra services, please find the LSP rate card in Section 13.1.

For your convenience, Logistics Team will submit information on your planned delivery / pick up in the format below:

**Equipment Move In / Move Out Form / Форма ввоза – вывоза грузов и оборудования**

| | |
|---|---|
| **Название мероприятия / Name of the event** | **FIFA 2018 PRELIMINARY DRAW** |
| **Дата / Date** | **15/07/2015** |
| **Applying Company / Название организации** | **ABC AG** |
| **Hotel Name / Название отеля** | **Corinthia** |

| № п/п | Description of the items / Описание предметов | Quantity to take in / Ввозимое количество | Quantity to take out / Количество на вывоз | Роспись сотрудника охраны / Security Manager's Signature |
|---|---|---|---|---|
| 1 | HP Laptops | 10 | | |
| 2 | Stationary sets | 5 sets | | |
| 3 | Trolley | 1 pcs | | |
| 4 | Carpets | 10 rolls | | |
| 5 | Furniture (tables) | 30 | | |
| 6 | Pallet Jack | 1 | | |

| | |
|---|---|
| **Name of the person in charge form the supplier s' side (telephone number, signature) / Имя ответственного лица (лиц) со стороны подрядчика (номер телефона, подпись)** | ABC AG<br>Mrs. Sarah Smith<br>Events Manager<br>Telephone number: +12345678 |
| **Name of the person in charge form the hotel side (telephone number, signature) / Имя ответственного лица (лиц) со стороны отеля (номер телефона, подпись)** | Corinthia Hotel<br>Conference Manager<br>Telephone number: +87654321 |
| **Марки и номера автомобилей: ФИО, паспортные данные водителя / Truck model, plate number, driver's name, surname, drivers ID details** | Truck A 123 BC 45<br>Driver Ivan Ivanov<br>Passport Number 12345678<br>Issued 01/02/2011 Moscow Region |

Ответственное лицо со стороны отеля / Hotel person in charge _____ ФИО /Name Surname — Роспись: Signature:

Ввоз / вывоз разрешен: Move in / Move Out Confirmed _____ ФИО сотрудника отдела безопасности/ Name Surname of the Security Manager — Роспись: Signature:

Below you may find useful information for planning deliveries to hotels, including addresses and available logistics facilities.

| Name | Official Address | Designation | Distance to PDRAW Venue | Hotel Map | Cargo lift dimensions<br>Width X<br>Height X<br>Depth | Direction to the unloading area | Location |
|---|---|---|---|---|---|---|---|
| *Four Seasons 5** | Voznesensky Prospekt,1 St. Petersburg | FIFA VIP | 22 km | Map 1 | 1,1 м X 2,1 м X 2,4 м | From Voznesensky Prospekt – Entrance via garage | City Centre |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| *Astoria 5** | Ul. Bolshaya Morskaya 39, St Petersburg | FIFA HQ | 22 km | Map 1 | Passenger Lifts can be used at the agreed times | From Malaya Morskaya street, 20 | City Centre |
| *Angleterre 4** | Ul. Malaya Morskaya 24, St Petersburg | FIFA | 22 km | Map 1 | Passenger Lifts can be used at the agreed times | From Malaya Morskaya street, 20 | City Centre |
| *Corintia hotel 5** | Nevsky Prospect, 57 St. Petersburg | MA's | 24 km | Map 2 | Cargo lift is available after 22.00. No info on dims. | From Stremyannaya Street | City Centre |
| *Radisson Royal 5** | Nevsky prospect 49, Sankt-Petersburg | MA's | 24 km | Map 2 | 1.1 м X 2,3 м X 2,1 м | From Vladimirskiy prospect or Stremyannaya street | City Centre |
| *Baltic Star Hotel 5** | Berezovaya alley 3, Strelnia | LOC / MATCH | 0 km | Map 3 | From the entrance | From the entrance | Near P-Draw |
| *Park Inn Pulkovskaya 4** | Pobedy Square, 1, St. Petersburg | Media | 20 km | Map 4 | 2 м X 2 м X 1,6 м | From Krasnoputilovskaya street | Near Pulkovo Airport |

Please find relevant Official Hotels Access Maps in Annex 1.

# 12. Customs & International Freight

Information on international freight and current customs regulation is to be obtained via Customs and Freight Guide, which can be downloaded via http://resources.fifa.com/mm/document/tournament/loc/02/59/17/34/customsfreight_instruction_pdraw_version_1_april_15_2015_neutral.pdf. Specific questions must be addressed to Victoria Egiazarova at vegiazarova@loc2018.com.

# 13. Official PreDraw Logistics Service Provider

LOC nominated Kuehne + Nagel LLC (K+N) as the official PreDraw Logistics service provider.

K+N is a global freight forwarding and logistics company which possesses vast experience in management and delivery of large-scale global event logistics services. K+N is experienced in providing specialized planning, end-to-end logistics and freight forwarding solutions for sports events at all event stages.

For PreDraw, K+N event logistics services will include:

- International freight forwarding (air, overland and sea);
- Customs clearance solutions (special customs procedures, permanent / temporary import, ATA Carnet);
- Provision of material handling equipment and tools: forklifts, scissor lifts, pallet jacks, trolleys, central supply kits;
- Provision of manpower: labor, forklift operators, event logistics supervisors etc.;
- Temporary Equipment: storage racks, fencing, office and storage containers, office furniture;
- A-Class warehouse solutions in St. Petersburg with a total space of more than 84,072 sqm;
- Packaging Material: shrink-wrap, carton, bubble wrap, tape, empty pallets.

## 13.1. Official Logistics service provider Rate Card

The Following Rate Card outlines key logistics service rates per freight type, customs clearance charges, venue logistics services, local deliveries, warehousing and administrative support. Please forward all your queries to ru.order.fifa2018@Kuehne-Nagel.com

## Airfreight Shipments via LED

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| LED Inbound / Outbound THC | Per KG Per Operation | 45 | Min EUR 50, based on chargeable weight |
| LED Inbound / Outbound Loading | Per Operation | 15 | Min EUR 35, based on chargeable weight |
| LED Storage | If applies after free period of 48 hours | 25 | Based on chargeable weight |
| Airport release fee | AWB | 75 | Per AWB/ / Per Shipment |

## Overland Shipments

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| THC | Truck / shipment | 350 | - |
| Parking | Truck / Day | 120 | Starting from Day 3 |

## Customs Clearance Services

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| Special Customs Procedure | Shipment | 150 | Opening |
| Special Customs Procedure | Shipment | 150 | Closing |
| Special Customs Procedure | Shipment | 200 | Consumption |
| Permanent Import | Declaration | 350 | Each additional list EUR 50 |
| Export | Declaration | 350 | Each additional list EUR 50 |
| Temporary Import / Reexport | Declaration | 450 | Each additional list EUR 50 |
| ATA Carnet Clearance | Document | 400 | Per way |

## Venue Logistics Services

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| Manpower | Shift | 120 | 7 + 1 hours or EUR 15 per hour (min 3 hours) |
| Logistics Supervisor | Shift | 80 | Basic Service Fee Per Shipment |
| Forklift 3.0 tn incl. driver | Shift | 250 | 7 + 1 hours or EUR 90 per hour (min 3 hours) |

| | | | |
|---|---|---|---|
| Pallet Jack | Shift | 30 | N/A |
| Trolley | Shift | 30 | N/A |
| Handling of empties | Cbm | 70 | Transport of empties from / to warehouse / storage area, storage and return to stand, minimum 4 cbm |

## St. Petersburg City Limits Deliveries

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| St. Petersburg city limits deliveries | Up to 3 tns | 150 | Minimum 4 hrs, each additional hour EUR 30 |
| St. Petersburg city limits deliveries | Up to 5 tns | 200 | Minimum 4 hrs, each additional hour EUR 30 |
| St. Petersburg city limits deliveries | Up to 10 tns | 250 | Minimum 4 hrs, each additional hour EUR 50 |
| St. Petersburg city limits deliveries | Up to 20 tns | 300 | Minimum 4 hrs, each additional hour EUR 50 |

## Warehouse Services and Packaging Materials

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| Storage per Day | Sqm | 2.5 | Sqm or Pallet 1.20 X 0.80 |
| Inbound THC | Pallet | 4.9 | Pallet |
| Outbound THC | Pallet | 4.9 | Pallet |
| Inbound THC | Carton Box | 1.10 | 0.45 X |
| Outbound THC | Box | 1.10 | Pallet |
| Box Picking | Box | 0.6 | Box |
| Item Picking | Item | 0.23 | Item |
| Documents Preparation | Set | 2.7 | Set |
| Pallet Shrink Wrap | Pallet | 15.0 | Pallet |
| Shipment Labelling | Pcs | 0.5 | Pcs |
| Pallet | 1 pcs | 10 | Pallet 1.20 X 0.80 |
| Tape | 1 pcs | 1.5 | N/A |
| Carton | Set | 16 | Set of 10 pcs, each 570X380X380mm |
| Shrink Wrap | Roll | 20 | N/A |

## Administrative Services

| Service Description | Unit | EUR | Comments |
|---|---|---|---|
| Brand Ownership Letter | Document | 150 | Preparation, submission |

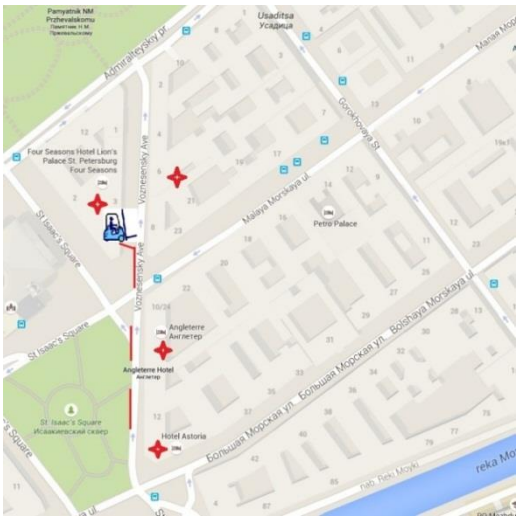
| | | | |
|---|---|---|---|
| Radio Electronic Equipment (REE) and High Frequency Devices (HFD) Letter | Document | 200 | Preparation, submission |
| Cargo Identification | Up to 5 items | 120 | Starting from the 6th, EUR 2 per item |
| Photographing of the cargo | Item | 6 | Per Item |
| Greenlight Procedure for Invoice | Up to 5 items | 150 | Starting from the 6th, EUR 5 per item |
| HS Code Definition | Up to 5 items | 20 | Starting from the 6th , EUR 6 per item |
| Registration at Customs Post | Customs Post | 200 | For Russian Legal Entities Only |
| TIR Carnet / Transit Declaration | Document | 130 | Each additional list EUR 15 per list |
| Bonded Warehouse Chargers | Shipment | At cost + 10% | In case of unloading at customs warehouse |
| Handling Fee | Per File | 50 | Communication, paperwork, admin |
| Currency Adjustment Factor Fee | Per File | 50 | Admin Fee |
| Translation charges | A4 | 35 | English / Russian language and VS. |
| Filling in transport documents | Document | 15 | CMR, POD, AWB |

Rates include Russian VAT 18% where applicable under Russian tax legislation. Services are available during normal working hours. In case of final weight or volume changes after packing or crating, our invoice amount will be based on gross / volume weight (whichever is greater). User Paid Basis Rate Card only covers listed services and excludes any extra charges associated with incorrectly issued documents by the customer or waiting time for which the customer is responsible. Customer bears responsibility for goods description supplied to the freight forwarder and customs broker as well as customer is responsible for the consequences resulting from misrepresentation or presentation of ambiguous, inaccurate or incomplete data. The following Rate Card doesn't cover provision of other extra allowances or certificates. Any additional handling costs or customs duties and dues – as per outlay + 10%. Brand Ownership Letter, REE and HFD Letter fee include preparation and submission, but exclude receiving procedure. Brand Owner reserves the right to decline the service. Airport reserves the right to revise the rate without advance notice.

# Annex 1 – Official Hotels Access Maps

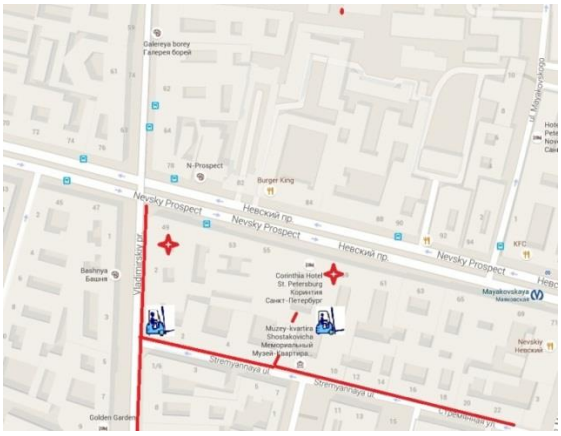
Map # 1

- Four Seasons 5*
- Astoria 5*
- Angleterre 4*
- W Hotel 5*



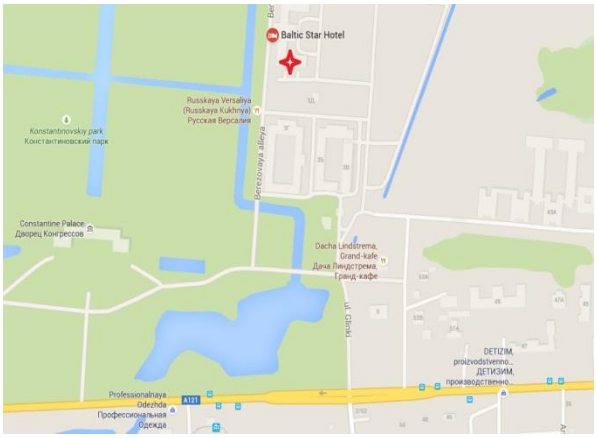

Map # 2

- Corintia hotel 5*
- Radisson Royal 5*




Map # 3

- Baltic Star Hotel 5*




## Map # 4

Park Inn Pulkovskaya 4*