

import and export of roubles is prohibited. Most important, currency should be converted only at official exchange bureaux which can be found at the airport and in most hotels. All receipts should be retained. Generally only small amounts of roubles are required since major expenses are usually pre-paid and souvenirs are most often bought at hard currency beriozkas with credit cards. Any controversial publications may be confiscated at airport customs. Any businessmen carrying promotional videos or samples must telex their host organization at least a week in advance so that a letter may be sent to airport customs requesting clearance. Failure to receive clearance will delay entry of your promotional materials.

5. Transportation:

Taxis are usually stationed outside Intourist hotels. If not, the hotel service bureau can book a cab but at least one hour's notice is required. Ensure that the cab has a working meter. Cabs are identifiable by a checkerboard on each side of the car. A green light at the top of the windscreen indicates that the car is for hire. Taxis can also be hailed in the street. Chauffeur-driven cars may be hired by the hour at the hotel service desk if sufficient notice is given. Since few drivers speak or read English or French, businessmen would be wise to have addresses written in Russian by the hotel service bureau. If you have any knowledge of the cyrillic alphabet the city metro/subway is a convenient and cheap means of transport.

6. Telephone Contact:

Phone numbers should be obtained in advance where possible. There is no Moscow phone book, but the Embassy Commercial Division is usually in a position to assist businessmen with Soviet contacts' phone numbers and meeting arrangements. The visitor should note his hotel room phone number since calls are made direct and not through a switchboard. The Embassy phone number is 241-5882, 241-5070 or 241-4232 (weekend/night line). The latter should only be dialed for emergencies. The Embassy is open Monday - Friday 08:30 - 17:00 with a lunch break from 13:00 - 14:00.