

To: Hotel Reservation
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IIR UK

Event Name: Carrier Ethernet APAC 2011
Applicable for reservations made between 29 Nov to 2 Dec 2011 only
(Booking deadline: 29 October 2011)

Date: _____ Confirmation No: _____

Reservation Amendment Cancellation

Arrival Date: _____ Departure Date: _____

Original Date (Arr): _____ (Dep) _____ (for amendment)

Deluxe Room King (AA1K) 1 adult (\$290++) 2 adults (\$315++)
 Deluxe Room Twin (AA2T) 1 adult (\$290++) 2 adults (\$315++)

- Room rates above are in Singapore Dollars, subject to 10% Service Charge and 7% GST and are inclusive of buffet breakfast and Internet access in room.
- Booking deadline: 29 October 2011. Rates are valid for bookings made before the booking deadline.
- Rooms are subject to availability at time of reservation.
- Reservation will not be accepted without a valid credit card guarantee

<u>Guest Name</u>	<u>No. of Guest</u>
Mr/Mrs/Ms _____	_____
Mr/Mrs/Ms _____	_____

Arrival Flt / ETA: _____ Airport Transfer Required Yes No
 Departure Flt / ETD: _____ Arrival Departure Both Ways
 Guaranteed By: _____ Mercedes Benz E200 (\$85++ per car per way)
 Expiry Date: _____ Approval Code: _____ Card Holder Name: _____
 CVV Code: _____

Name of Company: _____

Address: _____

Contact Person: _____ Tel: _____ Fax: _____

Mobile: _____ Email: _____

Payment Instruction: Guest Own A/C Confirmation: Yes No

Arrival & Departure : Check in time is after 1400hrs. Check out time is prior to 1200noon . Guest arriving before 1400hrs will be charged a full day's guestroom rate to guarantee immediate check in upon arrival. Late check out at 6pm subject to 50% of the contracted rate. After 6pm subject to 100% of the contracted rate.

Cancellations: Booking must be guaranteed by credit card. Any cancellation made within 72hrs prior to arrival will be subject to one night charge. Any cancellation made within 48 hrs prior to arrival or no show will be subject to full duration charge.