



ITB
Asia

21 – 23 October 2009
The Trade Show for the Asian Travel Market

ITB Asia 2009 Housing Bureau
c/o Ace:Daytons Direct (Int'l) Pte Ltd
2 Leng Kee Road
#04-01 Thye Hong Centre
Singapore 159086
Fax : +65 6475 2077.
Email: hotel@itbasia-delegates.com

HOTEL BOOKING FORM

I. PERSONAL DETAILS DELEGATE

(Please type clearly and use a separate registration form for each delegate)

Identification: Mr Mrs Ms Miss (please tick one)

_____/_____/_____
First Name Middle Name Family Name
Job Title _____ Department _____
Company _____
Mailing Address _____
City _____ State _____ Postal Code _____ Country _____
Country/Area Code _____/_____/_____ Phone _____ Fax _____ Mobile _____
E-mail address _____

Accompanying Person(s): If sharing with someone, please give his/her name

Mr Mrs Ms Miss _____/_____
First & Middle Name Family Name

Flight Details : Arrival Date & Time: _____ Flight: _____ Check-in Date: _____
Departure Date & Time: _____ Flight: _____ Check-out Date: _____

Other Personal Information: (Please check your preferences)

Dietary Requirements No Preference No Pork, No Lard Vegetarian No Beef
Room Type Preference Smoking Non-Smoking

Note: (Please visit our website: www.itb-asia.com for more information on hotels)

- * Rates are subjected to 10% service charge and 7% Goods and Services Tax (GST).
- * Please indicate: (1) for most preferred choice, (2) for 2nd preferred choice & (3) for 3rd preferred choice, and your room requirements.
- * Room Rates quoted are inclusive of breakfast
- * All room assignments will be made in the order received. We will try to honour your first choice of hotel selection.

| Name of Hotel | Room Type | Room Rate in SGD (per room/per night) | | Class | Choice Preferred in Numeric Order | Single + 1 Breakfast | Double / Twin + 2 Breakfasts | Total No. of nights |
|----------------------------------|-----------------------|---------------------------------------|-------------|------------------|-----------------------------------|----------------------|------------------------------|---------------------|
| | | (a) | (b) | | | | | |
| ITB Asia Official Hotels | | | | | | | | |
| Carlton | Deluxe | SGD230.00++ | SGD250.00++ | 4.5 Star | | | | |
| Fairmont Singapore | Signature Room | SGD420.00++ | SGD440.00++ | 5 Star | | | | |
| Grand Park City Hall | Deluxe | SGD265.00++ | SGD285.00++ | 5 Star | | | | |
| Mandarin Oriental | Deluxe | SGD280.00++ | SGD310.00++ | 5 star | | | | |
| Marina Mandarin | Deluxe | SGD270.00++ | SGD290.00++ | 5 star | | | | |
| Meritus Mandarin | Deluxe | SGD270.00++ | SGD290.00++ | 5 star | | | | |
| Park Hotel Clarke Quay | Deluxe | SGD245.00++ | SGD265.00++ | 4 Star | | | | |
| The Ritz-Carlton | Deluxe | SGD320.00++ | SGD340.00++ | 6 Star | | | | |
| Swissotel The Stamford | Classic | SGD360.00++ | SGD380.00++ | 5 Star | | | | |
| Supporting Hotels | | | | | | | | |
| Ascott Singapore (Raffles Place) | 50 sqm Studio Premier | S\$270++ inclusive of 1 Breakfast | | Studio Apartment | | | | |
| Bayview | Run-of-house | SGD150.00++ | SGD150.00++ | 4 Star | | | | |
| Conrad Centennial Singapore | Classic | SGD280.00++ | SGD300.00++ | 5 star | | | | |
| Oxford | Run-of-house | SGD130.00++ | SGD140.00++ | 3 Star | | | | |
| Pan Pacific | Deluxe | SGD270.00++ | SGD290.00++ | 5 star | | | | |
| Peninsula | Superior | SGD150.00++ | SGD160.00++ | 4 Star | | | | |
| Rendezvous | Superior | SGD220.00++ | SGD250.00++ | 4 Star | | | | |

Prices stated are correct at time of printing.



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Name of Delegate: | _____ |

II. MODE OF PAYMENT TICK OFF CHOICES. YOUR ROOM RESERVATION IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED.

CREDIT CARD [please select one] VISA MASTERCARD AMERICAN EXPRESS

Card Holder's Name (as on credit card) : | _____ |

Credit Card Number : | _____ / _____ / _____ | Expiry Date : | _____ / _____ |
(15 digits for AMEX, 16 digits for VISA / MASTER) (mm / yy)

For **AMEX** credit card holders only, please fill in the four-digit security number printed (non-embossed) on the right-hand corner of the card | _____ |

For **VISA/MASTERCARD** credit card holders only, please fill in the three-digit security number printed (non-embossed) on the signature panel on the reverse side of the card | _____ |

I hereby authorise the hotel to charge one room night as a deposit for the reservation of room/s and the full duration for any cancellation of the room/s reserved by me on or after 19 September 2009.

Signature of Cardholder:

Date of Authorisation:

| _____ | (Essential)
(By signing this form, I authorise and accept the terms & conditions of payment and cancellation policies)

| _____ / _____ / _____ |
(dd / mm / yy)

Important Guidelines & Conditions: Hotel Accommodation

1. Hotel Room Reservation

16 official and supporting hotels have been appointed at special hotel accommodation rates for ITB Asia 2009. For online hotel booking and more information on hotel rates, please visit website: www.itb-asia.com

Alternatively, you can complete the hotel reservation form and send it back with the appropriate payment details to ITB Asia 2009 Housing Bureau. Kindly note that only individual bookings will be accepted (one booking per participant) and for special group bookings (10 rooms or more), please contact the ITB Asia 2009 Housing Bureau for further details and instructions. All group bookings must be received by **19 September 2009, Saturday**.

Deadline for individual hotel room reservation: **19 September 2009, Saturday**.

After **19 September 2009**, the booking of rooms will be subjected to room availability & prevailing rate at time of booking of the individual hotels. The ITB Asia 2009 Housing Bureau will assist in making arrangements on hotel reservations on your behalf.

Note: In the event that the requested hotel is fully booked, the ITB Asia 2009 Housing Bureau reserves the right to book a hotel in a similar category.

- To avoid duplicate bookings, do not mail the original Hotel Booking Form if you have faxed the form or booked online.
- For details of Group Reservations, please contact ITB Asia 2009 Housing Bureau by phone +(65) 6 3795 259 or email: hotel@itbasia-delegates.com

2. Check-in and Check-out Time

Kindly note that the official check-in time is at **1500hrs** and the check-out time is at **1200hrs**. A 50% charge will be imposed for check-out after **1200hrs** and a full day rate for check-out after **1800hrs**.

For early arrival in the morning, you are advised to book an extra room night. An extra room night would not be reserved should the ITB Asia 2009 Housing Bureau not receive any instruction to do so by you.

3. Deposit & Final Payment

All payments for the hotel accommodation must be made in Singapore Dollars. All official & supporting hotels require a credit card number, expiry date and one night's deposit to secure reservation. The remaining payment should be settled directly with the hotel upon check-out.

4. Hotel Confirmation

You will receive an acknowledgement with a confirmation number from the ITB Asia 2009 Housing Bureau via email within five working days from the receipt of the signed hotel booking form. This acknowledgement will indicate the hotel where your reservation has been made as well as all the terms and conditions of that particular hotel.

5. Cancellation / No Show

Cancellation must be notified in writing to the ITB Asia 2009 Housing Bureau before **19 September 2009, Saturday**. Penalty of one room night will be charged for cancellation **before 19 September 2009, Saturday**. For cancellations received **on or after 19 September 2009, Saturday or no-show**, full duration of room nights booked will be charged to your credit card.