

# IMD Dubai 2010

April 04 - 06

## HOTEL RESERVATION FORM

Email: [sanjeev.nair@index.ae](mailto:sanjeev.nair@index.ae) or Fax: +971 4 362 4718.  
INDEX Conferences & Exhibitions Org Est., P.O.Box 13636, Dubai – UAE.  
Tel: +971 4 362 4717; Website: [www.index.ae](http://www.index.ae)

### GUEST INFORMATION

Guest Title :  Mr  Ms  Mrs  Prof  Doctor  Other \_\_\_\_\_ Gender :  Male  Female

I am a :  Exhibitor  Participant

Guest Name : \_\_\_\_\_  
First Name Middle Name Last Name

Company Name : \_\_\_\_\_  
(if Exhibitor)

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip/Postcode: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport No: \_\_\_\_\_ Mobile : \_\_\_\_\_  
(Country Code+Area code+Number)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
(Country Code+Area code+Number) (Country Code+Area code+Number)

### HOTEL BOOKING

Select Hotel from list provided. Please indicate three choices of hotels in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### RESERVATION DATES

Check in Date : DD / MM /2010

Check Out Date : DD / MM /2010

### HOTEL ROOM PREFERENCES

Single  Double  Twin  Non-Smoking  Special Needs

Special Requests \_\_\_\_\_

### FLIGHT DETAILS

Arrival Date: / /2010 Time: \_\_/\_\_(am/pm) Flight no: \_\_\_\_\_ Airline Name: \_\_\_\_\_

Departure Date: / /2010 Time: \_\_/\_\_(am/pm) Flight no: \_\_\_\_\_ Airline Name: \_\_\_\_\_

### TERMS & CONDITIONS

1. Booking fee of AED100 (approx US\$ 28) will be charged per room per booking.
2. Booking fee entitles you for one change in the reservation only.
3. Booking fee of AED 55 (approx US\$ 15) will apply for every additional change, thereafter.
4. Booking fee applies irrespective of the length of stay or the category of the Hotel.
5. Booking fee is non-refundable.
6. Booking fee will be charged by Index Conferences & Exhibitions Organisation Est.
7. Hotel deposit of one night room rate is applicable to secure booking.
8. Hotel will deduct the deposit amount from Credit Card.
9. Hotel deposit is non-refundable.

### PAYMENT TERMS

1. Guest Cancellation after 3<sup>rd</sup> of March 2010 will result in full stay charges, as per the number of nights booked by the guest.

NOTES: All Payments are requested to be made in United Arab Emirates - Dirhams (AED) only. Payment should be made in advance to confirm booking

### PAYMENT DETAILS

VISA  MASTERCARD

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRY DATE : \_\_\_\_/\_\_\_\_ (mm/yyyy)

NAME ON THE CARD: \_\_\_\_\_

CVV CODE : \_\_\_\_\_  
(Last 3 digits on the back of the card)

I, \_\_\_\_\_ hereby authorize INDEX Conferences & Exhibitions Org Est. to charge Booking Fee on the above Credit Card and forward my Credit Card information to the selected Hotel above to settle the Hotel Deposit. I am aware that Booking Fee and Hotel Deposit are non-refundable. If I or others booked through this form fail to arrive for my/their assigned hotel on the confirmed arrival date, cost of the full stay will be charged on the above mentioned Credit Card.

GUEST SIGNATURE: \_\_\_\_\_