



World Trade Centre  
Dubai

# IMD 2010

Dubai

April 04 - 06

## HOTEL RESERVATION FORM

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### 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

Please select () the hotel you would like to reserve a room at:

Sr.No	HOTEL NAME	Room Rate (AED) Per Night		<input checked="" type="checkbox"/>
		SINGLE	DOUBLE	
1	NOVOTEL HOTEL	AED 725	AED 775	<input type="checkbox"/>
2	IBIS HOTEL	AED 525	AED 575	<input type="checkbox"/>

### 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

- Booking fee of AED 100 (approx US\$ 28) will be charged per room per booking.
- Booking fee entitles you for one change in the reservation only.
- Booking fee of AED 55 (approx US\$ 15) will apply for every additional change, thereafter.
- Booking fee applies irrespective of the length of stay or the category of the Hotel.
- Booking fee is non-refundable.
- Booking fee will be charged by Index Conferences & Exhibitions Organisation Est.
- Hotel deposit of one night room rate is applicable to secure booking.
- Hotel will deduct the deposit amount from Credit Card.
- Hotel deposit is non-refundable.
- The above room rates are inclusive of Breakfast, Municipality Fee and Service Charge.
- The Room Rates are mentioned in United Arab Emirates - Dirhams (AED)
- A Clear Copy of the Credit Card, both front & back should be sent along with this form.

### PAYMENT TERMS

- Guest Cancellation after **03<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: \_\_\_\_\_