



IHF Dubai 2011

November 08-10

ROOM RESERVATION FORM



Kindly fill the form and send it back to
Index Conferences & Exhibitions Organisation Est.
E-mail: bruno.britto@index.ae or Fax: +971 4 362 4718. Tel: +97143624717

: Exhibitor : Participant

Guest Information

Guest Title: : Mr. : Ms. : Mrs. : Prof. : Doctor : Others _____

Guest Name: _____
Family Name First Name

Company Name: _____
(If Exhibitor)

City: _____ **Country:** _____ **Zip/Postal Code:** _____

Tel: _____ **Fax:** _____ **Mobile:** _____
(Country Code+ Area Code+ Number) (Country Code+ Area Code+ Number) (Country Code+ Area Code+ Number)

Email Address: _____

Reservation Details

Flight Details

Check in Date:	DD	MM	2011	-Check in time is 14:00	Arrival Date/Time	Date	Time	Flight No:	
Check out Date:	DD	MM	2011	-Check out is 12:00 noon	Departure Date/Time	Date	Time	Flight No:	

Room Preferences - Please your choice of room type

Special Requests

<input type="checkbox"/> : Single	@ Dhs 1,250 exclusive of breakfast, Authority fee and service charge	<input type="checkbox"/> - Smoking Room	<input type="checkbox"/> - Non-Smoking Room
<input type="checkbox"/> : Double	@ Dhs 1,250 exclusive of breakfast, Authority fee and service charge	<input type="checkbox"/> - Twin Room	<input type="checkbox"/> - Special Needs

- The above mentioned rates are applicable for reservations made for your stay from 07th- 11th November 2011.
- All Room rates are subject to 10% Authority fee and 10% Service charge per room per night.
- Buffet Breakfast will be charged at AED 140 per person, per day

- For guaranteed early check-in, please book from the night before and late check out until 18:00hrs is chargeable at 50%, after which full rate will apply.
- Request is subject to availability.

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.
- One Night Deposit payment will be debited to the credit card submitted.
- Hotel will deduct the deposit amount from Credit Card.
- Hotel deposit is non-refundable.
- Credit card details are required in order to guarantee the reservation – Reservations will not be accepted without credit card details. Please forward scanned copy of the credit card both sides along with the completed form.
- Valid ID proof (passport copy) required of the Credit Card Holder.

CANCELLATION POLICY

The prepayment is non-refundable any cancellations/amendments will be charged with the following. By signing this form you authorize the Atlantis Palm, Jumeirah to debit this amount.

- 3 Months prior to arrival date
- 2-3 months prior to arrival date
- 1-2 Months prior to arrival date
- Within 29 days of the arrival and No-Show
- 20% of the total room nights reserved
- 50% of the total room nights reserved
- 80% of the total room nights reserved
- 100% of the total room nights reserved

CREDIT CARD DETAILS

Visa Card

MasterCard

Credit Card No:

Date of Issue: _____

Date of Expiry: _____

Card Holder's Name _____

Card Holder's signature

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.