

# IHF Dubai 2011

Dubai

November 08-10

## HOTEL RESERVATION FORM

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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 /2011

Check Out Date : DD / MM /2011

### HOTEL ROOM PREFERENCES

Single  Double  Twin  Non-Smoking  Special Needs

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

### FLIGHT DETAILS

Arrival Date: / /2011 Time: \_\_/\_\_(am/pm) Flight no: \_\_\_\_\_ Airline Name: \_\_\_\_\_

Departure Date: / /2011 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.
- In case the Government amends the current Municipality Fees or the Service Charge, the Hotel reserves the right to make the changes without prior approval of the client.

### PAYMENT TERMS

- Guest Cancellation after **07 October 2011** 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: \_\_\_\_\_