

Deadline: Monday, 3 May 2010

Return Form to :

**BCD Travel**

200 Jalan Sultan, #08-11 Textile Centre, Singapore 199018

Tel : (65) 6215 6050

Fax : (65) 6396 5485

Attn : Ms Maureen Goh

Email: Maureen.goh@bcdtravel.sg

**Form E8**

## ACCOMMODATION

### Contracted Exhibitor Details :

Company Name	:	_____	Stand No	:	_____
Address 1	:	_____	City	:	_____
Address 2	:	_____	State	:	_____
Address 3	:	_____	Postal Code	:	_____
Tel	:	_____	Country	:	_____
E-mail	:	_____	Fax	:	_____
Authorised By	:	_____	Title	:	_____

As the accommodation situation is expected to be extremely critical during the Exhibition period, the Show Organiser, REED EXHIBITIONS has appointed **BCD TRAVEL** as the Official Travel Agent to assist exhibitors, visitors, delegates and all participants in this need.

### A. HOTELS REGISTRATION

#### 1. Payment Policy

- Room reservations are confirmed with **a ONE night non-refundable deposit** make payable to BCD Travel followed by balance payment on and before **3 May 2010**.
- In the event that your travel dates change after submitting this form, please notify BCD Travel immediately.

#### 2. Cancellation / No Show Policy

- Reservations received after the deadline is subject to room availability and revised rates.
- Rates are valid only from **5-8 June 2010**.
- A cancellation equivalent to one night cancellation room charge for each confirmed reservation is levied in the event of cancellation.
- Any cancellation made after **1 May 2009** is subject to **FULL CANCELLATION CHARGE** based on **FULL LENGTH OF STAY** as per original room reservation request.
- In the event of early departure or no show, the **FULL LENGTH OF STAY** based on original reservation at the time of booking is levied.

**HOTEL LISTING** Please list your order of preference.

	Official Hotels	Category	Cost Per Room Per Night Single / Twin with breakfast
1.	Swissotel The Stamford	5 star	S\$250.00 nett
2.	Link	3 star	S\$165.00 nett

**Please Note**

- Rates quoted are nett in Singapore Dollars and are inclusive of the current 10% service charge and 7% goods & service tax.
- All room rates quoted are room and breakfast
- Coach transfers will be provided from the Link Hotel once in the morning and once in the evening on scheduled timings to Suntec City/Link Hotel on the event dates.
- The Hotels' official check-in time is after 1400 hours (2pm) and check-out time is at 1200 hours (12 noon). Requests for early check-in and late check-out are subject to availability. Additional charges will apply for guaranteed early check-in or late check-out.

**HOTEL ROOM RESERVATION**

Family Name	First Name	Hotel	Single or Twin	Arrival Flight No. & Timing	Departure Flight No. Timing	Check-in Date	Check-out Date

**B. PAYMENT**

Payments should be made in Singapore dollars payable to “**ANGLO-FRENCH TRAVEL PTE LTD**”. All bank charges are to be borne by the exhibitor/delegate/visitor. Payment by Telegraphic transfer or credit card is subjected to S\$30.00 bank charge and for payment by credit card there is a 3% administrative fee of the total cost administrative fee.

I wish to pay by: ( ) Telegraphic Transfer ( ) Credit Card

( ) Telegraphic Transfer to “**ANGLO-FRENCH TRAVEL PTE LTD**”

Far Eastern Bank Limited (Main Branch), 156 Cecil Street, #01-00 Far Eastern Bank Building, Singapore 069544

( ) Credit Card:  Visa  MasterCard  Amex

Expiry Date : \_\_\_\_\_ CVV Code: \_\_\_\_\_

Card Holder's Name on Credit Card: \_\_\_\_\_

Credit Card No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_