



MARCO POLO

ACCOMMODATION RESERVATION FORM (Group Code: IBME030212 & IBME030212_PHH)

**** Reservations should be made on or before 30th November 2011 ****

“Institute of Brain & Mind Education Expo 2012” 02nd – 05th February 2012

To
Ms Gigi Ching
Senior Sales Manager
Telephone: (852) 2113 3201
Fax : (852) 2113 0112
E-mail : gching@marcopolohotels.com

From
Name : _____
Property : _____
Telephone : _____
Fax : _____
Email : _____

**Please indicate registration e-mail address for International Brain & Mind Expo 2012: E-mail: _____*

New Booking

Amendment

Cancellation

Hotel	Room Type	Special Room Rate (HK\$)
Gateway Hotel	Superior Room on Standard Floors	<input type="checkbox"/> HK\$ 1,200 + 10% (1 Person / Room)
		<input type="checkbox"/> HK\$ 1,300 + 10% (2 Persons / Room)
	Deluxe Room on Standard Floors	<input type="checkbox"/> HK\$ 1,400 + 10% (1 Person / Room)
		<input type="checkbox"/> HK\$ 1,500 + 10% (2 Persons / Room)
Prince Hotel	Superior Room on Standard Floors	<input type="checkbox"/> HK\$ 1,200 + 10% (1 Person / Room)
		<input type="checkbox"/> HK\$ 1,300 + 10% (2 Persons / Room)
	Deluxe Room on Standard Floors	<input type="checkbox"/> HK\$ 1,400 + 10% (1 Person / Room)
		<input type="checkbox"/> HK\$ 1,500 + 10% (2 Persons / Room)

Reservation details:

1st Guest Name : _____ (Mr / Ms) 2nd Guest Name : _____ (Mr / Ms)
 Position : _____ Position : _____
 Check-in Date : _____ Arrival Flight : _____ ETA: _____
 Check-out Date : _____ Departure Flight : _____ ETD: _____
 Room Preference : Smoking Non-smoking King / Queen size bed Twin beds
 Add'l Supplement : Additional HK\$400+10% for the 3rd person per room
 3rd Guest Name: _____ (Mr / Ms)
 Breakfast: HK\$150+10% per person per meal

Airport Transfer : 1. Limousine (Mercedes Benz, max. 3 passengers)
 HK\$ 600 net per car per trip (Please select: Arrival / Departure)
 HK\$ 1100 net per car per round trip
 2. Shuttle Bus
 HK\$ 130 net per person per trip (Please select: Arrival / Departure / Round Trip)
 3. No pick up is required

Reservation Guarantee:

Credit Card Type : American Express / VISA / MasterCard / JCB Card Holder's name : _____
 Credit Card No. : _____ Expiry Date : _____
 Signature : _____ Date : _____

Privileges:

- * Welcome fruit plate
- * Free daily English local newspaper
- * Coffee/tea making facility and mini-bar in room
- * Wired broadband access in all guest room (charged at HK\$120 per 24-hours)
- * With successful application to GHA membership, in-room broadband access will be complimentary
- * Free local calls
- * Free distilled water

Remarks:

1. Rates are subject to 10% service charge and prevailing tax (if any) per room per night.
2. Rates are only available to “Institute of Brain & Mind Education Expo” for 03rd – 05th February 2012.
3. Room availability and rates are subject to changes without prior notice. Reservations are confirmed upon receiving of an official confirmation letter from the hotel.
4. Room may not be available until 14:00 hours, unless reservations are made for the previous day.
5. **A credit card guarantee is required at the time of placing the reservations. Any cancellations after 30th November 2011 or no show will be subject to 100% of total room revenue penalty.**
6. Request for special bed types must be made in advance and subject to hotel's availability.
7. All expenses will be on the guest's account and to be settled upon departure.
8. For more information, please visit our hotel website at www.marcopolohotels.com