



HOTEL RESERVATION FORM

ProPak Asia 2009

PERIOD ON 17th – 20th June 2009 AT BITEC

Please complete this form in block letters

Mr. Mrs. Ms.

_____ Family Name

_____ First Name

_____ Company Name

• **ACCOMMODATION REQUIREMENT**

Listed below are details of the *Windsor Suites Hotel*. The prices are room per night. To reserve your accommodation, please indicate your room requirement and flight details in the allotted space below and fax to 660-2258 1522 or 660-2262 1211

WINDSOR SUITES HOTEL (440 spacious suites) Please select and fill below:

* **COUNSELLOR SUITES (45 SQM)**

____ Single room @ Baht 3,000 NETT. per room per night (Included ABF)

____ Twin/Double room @ Baht 3,300 NETT. per room per night (Included ABF)

* **CASTLE SUITES (Executive Floor / VIP)**

____ Single room @ Baht 4,000 NETT. per room per night (Included ABF)

____ Twin/Double room @ Baht 4,300 NETT. per room per night (Included ABF)

Arrival date: _____ **Flight:** _____ **Time:** _____

Departure date: _____ **Flight:** _____ **Time:** _____

PAYMENT:

To secure accommodation during the show, 1 night deposit will be charged from your credit card

Credit Card Type _____ **Credit Card Number:** _____

Name of Card holder: _____ **Expiry date:** _____

Address: _____

Telephone: _____ **Fax no:** _____

For Hotel Use Only: (Fax no. 66-2258 1522/66-22621211 or e-mail: suno@windsorsuiteshotel.com)

Reservation Confirmed by: _____ **Date** _____

Confirmation no. _____ **Hotel stamp** _____

Remarks: _____

Cancellation and Change Policy

- ◆ Cancellation must be done before 7 days prior arrival date. Otherwise, we will charge one night from your credit card.
- ◆ Cancellation and changes must be made in writing and submitted to hotel. You will receive the confirmation that your reservation has been cancelled or changed.

No-Show Policy

- ◆ No-show means failure to arrive at the hotel on the day booked for arrival. If you arrive later than the booked date and have not informed the hotel of the change of your arrival date, the hotel will class you as no-show and will charge you one night penalty.
- ◆ The hotel only holds your room 24 hours past the check in date (Until midnight local time the next day)
- ◆ If you still not check in 24 hours after your scheduled arrival, the hotel will release your booking and apply 1 night penalty charge. Should you subsequently arrive at the later date you will be still classed as no show for the nights you were not present. You will not be refunded for the date between scheduled and actual arrival.