

FORM D4c – HOTEL ACCOMMODATION*Submit this form only if it is applicable.***CARLTON**
HOTEL | SINGAPORE**DEADLINE: 12 SEPTEMBER 2017****Carlton Hotel Singapore**

76 Bras Basah Road, Singapore 189558

Carlton Hotel is a 5* Hotel located just minutes away from the Central Business District.

Please fax or email this form to:

Carlton Hotel Singapore

Attn: Mr Daniel Soon

Tel: (65) 6311 8154 | Fax: (65) 6338 3208

Email: daniel.soon@carltonhotel.sg

A. ROOM RESERVATION*Deluxe Room*

- S\$240.00++ per room per night inclusive of daily buffet breakfast for 01 person and Broadband access
- S\$260.00++ per room per night inclusive of daily buffet breakfast for 02 persons and Broadband access

All rates quoted are subject to 10% service charge, prevailing 7% goods and services tax, valid for this event only and in Singapore dollars. Room type is subject to availability upon reservation.

Please complete this form and returned to us by **Tuesday, 12 September 2017**. Any form received after this date, the room category and room rate will be subject to availability and changes.**Kindly read the terms and conditions of the reservation form before submission.****B. YOUR PARTICULARS**

Arrival Date : _____ Flight No.: _____ E.T.A. : _____

Departure : _____ Flight No.: _____ E.T.D.: _____

MANDATORYEarly Arrival : Room Pre-blocked one day before arrival (Subject to one night room charge) YES NO***(Please take note that all check-in are after 1400hrs unless rooms are pre-blocked)***

Name of guest :

(First Name) : _____ Family Name : _____

(Prof, Dr, Mr, Miss, Mrs, Ms)

Telephone: _____ Telefax: _____ E-Mail: _____

C. PAYMENT

Payment method (Please tick one):

Visa Card MasterCard Card American Express

Visa/MasterCard/Amex No. _____

Expiry Date: _____

Full Name: _____ Signature: _____

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1. The above rates are **applicable from 11 October 2017 to 15 October 2017 only**. Any booking for other dates will be subject to room availability at the prevailing rates.
2. All room requests are based on first come first serve basis. In the event if there is no available room category as per requested, we will advise you the next available room category at the prevailing rate.
3. **A NON-REFUNDABLE DEPOSIT BASED ON ONE NIGHT WILL BE CHARGED FOR EVERY SUCCESSFUL CONFIRMATION OF BOOKING.**
4. INDIVIDUAL CREDIT CARD INFORMATION MUST BE PROVIDED IN THE FORM. NO RESERVATION WILL BE PROCESSED SHOULD THERE BE AN ABSENCE OF THE CREDIT CARD DETAILS IN THE RESERVATION FORM, OR A PROVISION OF AN INVALID CREDIT CARD.
5. **A COPY OF FRONT AND BACK OF THE CREDIT CARD MUST BE SUBMITTED TOGETHER WITH THE RESERVATION FORM.**
6. IN THE EVENT OF **NO-SHOW** ON THE DAY OF ARRIVAL, POSTPONEMENT, CANCELLATION OR SHORTEN STAY OF CONFIRMED RESERVATION, A CANCELLATION CHARGE BASED ON THE ENTIRE DURATION OF STAY WILL BE LEVIED.
7. CHECK-IN TIME AT THE HOTEL IS 1400HRS. FOR EARLY ARRIVAL, WE WOULD LIKE TO RECOMMEND RESERVATION TO BE PRE-BLOCKED ONE-NIGHT BEFORE THE ACTUAL ARRIVAL DATE FOR GUARANTEED CHECK-IN.
8. CHECK-OUT TIME AT THE HOTEL IS 1200HRS. LATE CHECK-OUT TILL 1800HRS WILL BE CHARGEABLE AT 50% OF THE ROOM RATE AND A FULL ROOM NIGHT CHARGE WILL BE LEVIED FOR LATE CHECK-OUT AFTER 1800HRS
9. Kindly advice the change of departure date at check in or 48 hours prior to schedule departure date. Should guest unable to fulfill the requirement, a charge based on the entire duration of stay will be imposed
10. Please inform us of any changes of your reservation in writing via email or fax.
11. By signing this form, the booker agrees to the Terms and Conditions stipulated in this form.

Exhibitor: _____ Booth No.: _____

Contact Person: _____

Email: _____ Telephone: _____

Signature: _____ Date: _____