

HOTEL ROOM RESERVATIONS

Deadline
14 March 2008

Attn: Orient-Explorer

Fax no: (65) 6339 9536 / 6339 3731

or book online at www.orient-explorer.com

- Hotel reservations and arrangements are the sole responsibility of exhibitors / visitors.
- Room reservations are confirmed with a **ONE night non-refundable deposit** make payable to Orient Explorer (S) Pte Ltd followed by balance payment on and before **6 March 2008**.
- In the event that your travel dates change after submitting this form, please notify Orient Explorer immediately.
- Reservations received after the **6 March 2008** is subject to room availability and revised rates.
- Rates are valid only from **13 - 18 April 2008**.

Cancellation / No Show Policy

- A cancellation equivalent to one night cancellation room charge for each confirmed reservation is levied in the event of cancellation.
- Any cancellation made after **6 March 2008** 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.

For further information, please contact:

Orient Explorer (S) Pte Ltd
12 Aljunied Road, #05-02 SCN Centre, Singapore 389801
Tel: (65) 6339 8687 Fax: (65) 6339 9536 / 6339 3731
Email: mail@orient-explorer.com
Contact Person: Ms Vivian Chen / Ms Karin Chua

For payment by telegraphic transfer, when making payment please quote the following bank account:
Bank Account No: 038-1185-001
Swiftcode: CITISGSG
Citibank Singapore Ltd
Capital Square Branch, Singapore
Attn: **Orient Explorer (S) Pte Ltd**

Please select your preferred choice:

Hotel	Category	Distance to venue	Room Rate (Single/Twin)	No. of rooms Required
Official Hotel				
Swissotel The Stamford	5	10 mins walk	S\$290.00++	
Supporting Hotels				
Pan Pacific Singapore	5	5 mins walk	S\$360.00++	
Marina Mandarin	5	5 mins walk	S\$340.00++	
Raffles The Plaza (North Tower)	5	10 mins walk	S\$320.00++	
Rendezvous Hotel	4	30 mins walk	S\$270.00++	
City Bayview Hotel	3	20 mins walk	S\$195.00++ / S\$210.00++	

Note:

- Rates are subject to 10% service charge and 7% goods & service tax
- 1-way shuttle transfer (2 trips in the morning) will be provided by Swissotel The Stamford, hotel to Suntec, during conference days. The transfer schedule will be given upon guests check in.

PAYMENT & CREDIT CARD DETAILS (note: payment by telegraphic transfer or credit card is subject to 3% admin fee)

American Express
 MasterCard
 Visa

Card no.: _____ Expiry Date: _____ (dd-mm-yy)

Cardholder's name: _____ Cvv Code: _____ (Last 3 digits behind the card)

Amount: S\$ _____ Bankdraft make payable to Orient Explorer (S) Pte Ltd

Signature: _____

COMPLETE DETAILS IN FULL			
Name of Guest:			
Organisation:			
Address:			
Tel. No:	Fax No:	Email:	
Hotel:	(1 st choice)	(2 nd choice)	(3 rd choice)
Arrival Date:	Flight No:	Arrival Time:	
Departure Date:	Flight No:	Departure Time:	
Room Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Twin
	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> Smoking	