

2013 HOTEL RESERVATION FORM

APRSAF 20 * DECEMBER 2 – 6, 2013*** Hanoi City, Vietnam**

PLEASE FILL FORM COMPLETELY AND MAIL OR FAX TO...

NTD TRAVEL. No.115 Le Duan Street, Hai Ba Trung District, Hanoi, Vietnam

Email: businesscenter@ntdtravel.com.vn ; Tel: (84 4) 3 941 0078; Fax: (84 4) 3 941 0076

Attendee Information

Name.....No.of pax.....

Company name.....

Company address.....

City.....State.....Zip Code.....

Email.....Work Phone.....

Arrival Date: December 2013

Departure Date:.....December 2013

Flight:.....ETA:.....

Flight:.....ETD:.....

Airport pick up USD.....

Airport see off USD.....

Room Reservation

Hotel	Room Type	No. of rooms	Price/RM/NT (USD)	Include
HOA BINH ***	Superior		50	BF & Wifi
	Deluxe		68	BF & Wifi
	Suite		85	BF & Wifi
MOEVENPICK ****	Superior Deluxe		105	BF
	Premium Deluxe		130	BF

- Room rates are included 5% service charge and 10% VAT
- Bedding preferences are based on availability at time of check-in

Special Hotel Requirements:.....

Hotel Deposit Payment Information

AMEX	MC	VISA	JCB

Account Number.....Exp.Date.....

Cardholder's Name.....

Signature.....

Note: Your credit card is used as a guarantee only. The deposit is not applied at the time of the reservation.

Cancellation Policy

- 30 days to 15 days prior to arrival: 50% of total group charges
- 14 days or less prior to arrival: 100% of total group charges
- No-show: Full length of stay charge
- Deposit 50% total room charge: 50 days before arrival (applied from 50 room nights) or 35 days before arrival (applied less than 50 room nights)
- Full payment: 07 days before check-in

Reservation Confirmation

Booking confirmed by:.....Date:.....