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 Hotel Reservation Form

Dear Sir /Madam:

Greetings from the Regal Shanghai East Asia Hotel!

Thank you for choosing our hotel for your accommodation during the **5th isirv-AVG Conference 2017.**

Please be informed that all individual reservations should be sent to us by fax or e-mail before

April 03 .2017 (17:00pm local time). Your reservation will be confirmed back to you via email on completion of this form and a credit card being provided.

Contact details (phone and/or email)

Thereafter, the hotel may not be able to confirm your booking as the rooms may not available and the rates could change.

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| --- |
| Reservation SalesTel： 86 21- 6057 6888\*8211; 86 21-6057 6888\*8230 |
| Fax： 86 21- 6426 5909;  |
| E-mail： rsvn@regalshanghai.com; eric.qian@regalshanghai.com ;  |

Attn: Ms. Fiona Qiao Sales: Mr. Eric Qian

Room Category: (Please tick)

Arrival Date XX June 2017 Departure Date XX June 2017

|  |  |
| --- | --- |
|   **Superior Room single / Double**  | RMB700.00net (with 1 or 2 Regal buffet breakfast) |
|  Premier Room single  | RMB750.00net (with 1 or 2 Regal buffet breakfast) |
|  Regal Club Room single | RMB950.00net (with 1 or 2 Regal buffet breakfast) |

Guest name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Smoking\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Non-Smoking\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Your above Room Rates are inclusive of 9% service charge and 6% VAT

\*One Regal buffet breakfast per person per day is included.

\*Additional Regal buffet breakfast at RMB100.00 net per person per day.

\*Extra bed charge RMB250.00 net per day, exclusive of breakfast.

Please provide your credit card information below:

Credit Card No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: eg MasterCard Expire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact details if not as above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks:

1. Your reservation should be guaranteed with a credit card in order to hold the room/s. Any bookings made after April 3rd 2017 will be based on the room availability.
2. For any cancellation and no shows, the Hotel will levy a penalty charge equivalent to one night of the room charge.

Thank you very much for your interest and we value the opportunity to serve you.