



# Reservation Form 订房表

## 70th IIW Annual Assembly and International Conference

Please complete this Reservation Form and send directly to the sales manager's mail box,  
All reservation will be subject to the confirmation of the hotel.

请填写此订房表，并直接发送至酒店销售经理邮箱。所有预订以酒店最后确认为准。

Mr. Fuyi LIU, 刘伏伊先生 Fax No.86 21 62995693

Email: hotel@iiw2017.com

Booking Name 客人名字 : First Name 名: \_\_\_\_\_ Last Name 姓: \_\_\_\_\_ Sex 性别 \_\_\_\_\_

Contact Person 联系人 : \_\_\_\_\_ Nationality 国籍: \_\_\_\_\_

Organization 工作单位: \_\_\_\_\_ Telephone. 电话 : \_\_\_\_\_ Fax 传真 : \_\_\_\_\_

Date of Check-in 入住日期: \_\_\_\_\_ Date of Check-out 退房日期 : \_\_\_\_\_

### One sheet for one room booking only, please contact hotel if you have group booking.

每张预订表仅可预订一个房间，如果需要团体预订请另行与酒店联系。

Standard King Bed Room 标准大床房: RMB600 incl. service charge and tax

Standard Twin Bed Room 标准双床房: RMB600 incl. service charge and tax

- All Room Rates include 1 or 2 breakfast daily. 房价中均含单人或双人早餐
- All Room Rates include free internet.此价格已包含免费网络
- Hotel check-in: 14:00/ Check-out: 12:00 Noon 入住时间为下午 2 点，离店时间为中午 12 点
- All rooms are non-smoking rooms 酒店内所有房间禁烟

Special Request 特殊要求: \_\_\_\_\_

### GUARANTEE & CANCELLATION 担保及取消

- All reservations need to be guaranteed with one night's room charge, otherwise, hotel has the right to release the bookings without prior notice. 所有的预定都需以预付首晚房费进行担保。否则酒店将有权移除房间。
- Credit cards issued by banks of overseas countries, Hong Kong, Macau and Taiwan can be used for guarantee. Delegates in Mainland China can guarantee the one night room charge by paying the hotel via bank transfer per details below. 国外、港澳台银行发出的信用卡可以用于担保首晚房费。中国国内代表可以通过银行转账到酒店 (酒店银行信息如下) 的形式支付第一晚房费作为担保。  
收款单位名称 **Account Name** : 上海市上海宾馆有限公司  
开户行名称 **Bank Name** : 工商银行上海市分行营业部  
银行账号 **Account Number** : 1001 2443 1900 2004 376
- Cancellation must be announced to the hotel in written at least 1 week in advance, otherwise, the penalty charge of first night will be applied. 取消预定需最少提前一周告知，否则酒店将收取首晚房费作为罚金。所有的取消都应以书面形式通知酒店。
- No show or early departure, penalty charge of full reservation charges will be applied. 如果产生预定未到或提前离店，酒店将收取整个期间入住费用。

### Credit Card Information 信用卡信息 :

Card Type ( Please tick ) 信用卡类型 ( 请勾选 ) : \_\_\_\_\_ Visa, \_\_\_\_\_ Master Card, \_\_\_\_\_ American Express

Credit Card No. 信用卡号码 : \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Card Holder's Name 持卡人姓名 : \_\_\_\_\_

Signature 签名 : \_\_\_\_\_ Date 签字日期 : \_\_\_\_\_