

Attn: **Chong Xiao Wei**
Sales Manager

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PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605

Ministry of Transport
International Civil Aviation Organisation – World Customs Organization – Singapore JOINT CONFERENCE
ON ENHANCING AIR CARGO SECURITY AND FACILITATION – SYNERGY THROUGH COOPERATION
Bookings from 03 – 07 July 2012
Kindly revert back to us latest by 04 June 2012

BOOKER INFORMATION

Contact Person : _____ Date : _____
Company : _____ Telephone : _____
Fax : _____ Email : _____
Signature : _____

Please indicate accordingly

RESERVATION **AMENDMENT** **CANCELLATION**

TRAVEL GUEST INFORMATION

Guest Name : _____
(Please underline the Family Name)
Organization : _____
Address : _____
Tel : _____ Country : _____
No. of Nights : _____ Fax : _____
Arrival : _____ Email : _____
Departure : _____ Arrival Flight/Time : _____
Departure Flight/Time : _____

ACCOMMODATION REQUEST (Please select your accommodation requirements by ticking appropriate box)

Room Category	Room Rates	
	Single (1 Person per room)	Double/Twin (2 Persons per room)
ORCHARD HOTEL SINGAPORE		
Superior Room	S\$270.00 per room per night (Room inclusive of breakfast and in-room wi-fi access) <input type="checkbox"/>	S\$290.00 per room per night (Room inclusive of breakfast and in-room wi-fi access) <input type="checkbox"/>
STUDIO M HOTEL		
Studio Loft	S\$215.00 per room per night (Room inclusive of breakfast and in-room wi-fi access) <input type="checkbox"/>	S\$235.00 per room per night (Room inclusive of breakfast and in-room wi-fi access) <input type="checkbox"/>
COPTHORNE KING'S HOTEL		
Superior Room	S\$215.00 per room per night (Room inclusive of breakfast and in-room wi-fi access) <input type="checkbox"/>	S\$235.00 per room per night (Room inclusive of breakfast and in-room wi-fi access) <input type="checkbox"/>

ADDITIONAL REQUIREMENTS

	Yes	No
Airport Limousine Transfer		
➤ Arrival	<input type="checkbox"/>	<input type="checkbox"/>
➤ Departure	<input type="checkbox"/>	<input type="checkbox"/>

Airport Limousine Transfer can be arranged, at S\$73.83nett per way (an additional S\$10.70nett per way, for transfers required between 2300 – 0700hrs)

Remarks / Requests:

GUARANTEED INSTRUCTIONS

Visa Mastercard Diners Amex JCB credit card for room reservation

Card Holder Name : _____
Card Number : _____ Expiry Date : _____

- All rooms are subject to 10% service charge, 0% government tax and thereafter 7% goods and services tax and Non-commissionable.
- All bookings must be guaranteed by credit card.
- Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by 04 June 2012. Thereafter, the room rates may vary at the point of reservation.
- In the event of no-show or cancellation less than 48hrs, one room night charge will be applicable.
- You will receive an email/fax from the Orchard Hotel Singapore with a confirmation number once your reservation has been processed.
- Check in time: 14:00 hrs, Check out time: 12:00 noon. For arrival before 1400 hrs, kindly pre-block your room a day earlier, subject to one night's additional charge. 50% of the room rate will be levied for any late check out request till 18:00hrs, thereafter, the full day rate is applicable, subject to room availability.