

HOTEL BOOKING & TRAVEL CONCEIRGE SERVICES REQUEST FORM

OFFICIAL HOTEL ROOM RATES

Name of Official Hotels		Cost Per Room Per Night
		Single Room
Parkroyal Collection Marina Bay	(5*)	S\$327.00
Grand Mercure Roxy	(4*)	S\$182.00
Ibis Budget Singapore Bugis	(3*)	S\$138.00

Note:

- Room rates quoted are net and in Singapore Dollars inclusive of 10% government tax & 7% GST
- Room rates includes daily buffet breakfast for single occupancy only

BOOKING TERMS AND CONDITIONS

- Hotel reservations and arrangements are the sole responsibility of delegates.
- **For Event Rate**, room reservations are confirmed with a **ONE room night non-refundable deposit** make payable to Burnaby Solutions Pte Ltd followed by balance payment on or after 6th November 2021.
- Burnaby Solutions (S) Pte Ltd acts on behalf of organiser to handle all accommodation fee collection. All credit card charges is make by the merchant name: Burnaby Solutions Pte Ltd in Singapore Dollars

CANCELLATION / NO SHOW POLICY

All payment by credit card or telegraphic transfer is subject to 3.5 administrative fee.

CANCELLATION WITHIN 30 DAYS OF ARRIVAL DATE

In the event of cancellation within 30 days of arrival date, Burnaby Solutions reserve the right to levy a ONE Room Night Cancellation and S\$50.00 administrative fee.

CANCELLATION WITHIN 14 DAYS OF ARRIVAL DATE

In the event of cancellation within 14 days of arrival date, Burnaby Solutions reserve the right to levy a FULL Cancellation charge.

NO SHOW ON ARRIVAL DAY

Should a delegate, "No Show" on arrival day based on the guaranteed reservations, a FULL Duration of Room Charge will be levy as "No Show" charge.

EARLY DEPARTURE (SHORTENING STAY)

For early departure or shortening stay, Burnaby Solutions reserves the right to levy a charge on the balance room nights charges.

REFUND POLICY

All refund will be returned when the event ends and within 30 days.

A) HOTEL BOOKING REQUEST BOOKING DETAILS

COMPLETE DETAILS IN FULL		
Name of Guest:		
Organisation:		
Tel. No.:	Fax No.:	Email:
ACCOMODATION REQUIREMENT		
Hotel Choice 1:	Hotel Choice 2:	Hotel Choice 3:
Arrival Date:	Flight No.:	Arrival Time:
Departure Date:	Flight No.:	Departure Time:
Room Type: (*Please tick)	[<input type="checkbox"/>] Single Room	

B) TRAVEL CONCIERGE SERVICES REQUEST FORM

To facilitate travel arrangements to attend the event, should delegate requires the following additional service which Burnaby Solutions can offer, please kindly indicate the requirements by placing a tick (v) on the additional services that you required

S/No	Services Required	Please Tick The Additional Service You Required (v)	Cost For Services To Be Provided Per Item Per Person Basis
1	Arrival transfer by private car (Per Way Basis)		S\$85.00
2	Departure transfer by private car (Per Way Basis)		S\$85.00
3.	Booking of appointment on arrival at airport Compulsory Arrival Polymerase Chain Reaction (PCR) Test		S\$160.00
4.	Compulsory Departure Polymerase Chain Reaction (PCR) Test		S\$148.00
5.	Compulsory Departure Polymerase Chain Reaction (PCR) + Serology IgM only applicable for China Passport Holder Returning To China		S\$200.00
6.	Technical Tour with Lunch on November 23, 2021		S\$80.00
7.	Local Sightseeing Tour with Lunch on November 24, 2021		\$125.00
8.	Compulsory Covid 19 Travel Insurance (Bronze Premium) For Europe Passport Holder		S\$88.00
9	Compulsory Covid 19 Travel Insurance (Bronze Premium)++ For Passport Holder from; Australia, China, Hong Kong, Japan, South Korea, New Zealand, Thailand & Vietnam		S\$35.00
10.	Compulsory Covid 19 Travel Insurance (Bronze Premium) For Passport Holder from; Indonesia and Philippines		S\$83.00

Note:

All services offered is inclusive of 7% GST and administrative fee. Please be guided

STEPPING UP CAPABILITIES WITH INDUSTRY 4.0

22 - 24 November 2021



METHOD OF PAYMENT FOR HOTEL BOOKING AND TRAVEL CONCEIRGE SERVICES

BY BURNABY SOLUTIONS

PAYMENT & CREDIT CARD DETAILS

*(note: payment by telegraphic transfer or credit card is subjected to 3.5% admin fees)
(*Please tick)*

<input type="checkbox"/> AMEX	<input type="checkbox"/>	<input type="checkbox"/> MasterCard	<input type="checkbox"/>	<input type="checkbox"/> Visa	<input type="checkbox"/>
Card No.:		Expiry Date:		CVV Code:	
Cardholder's Name:					
Signature:				Amount: S\$	

COVID 19 – BRONZE PREMIUM INSURANCE POLICY

CORE BENEFITS	BRONZE PREMIUM POLICY
<p>Hospitalization and Medical Expenses (Inpatient only)</p> <p>Covers medical expenses due to hospitalization* for COVID-19 treatment in Singapore.</p> <p>Post journey medical expenses and non COVID-19 related treatments is excluded.</p> <p><i>*Excludes community establishments, health hydro or nature cure clinic, a clinic, nursing, rest, rehabilitative, convalescent home, extended-care facility or similar establishment.</i></p>	<p>S\$30,000.00</p>
<p>24 hours hot line</p>	<p>Included</p>
<p>Add On Benefits</p>	
<p>Repatriation of Mortal Remains</p> <p>Covers repatriation of mortal remain for death due to COVID-19.</p>	<p>S\$80,000.00</p>
<p>Journey Cancellation before Departure</p> <p>Covers non-refundable flight or accommodation expenses if you/your travel companion is diagnosed with COVID-19 within 15 days before your scheduled trip departure date</p>	<p>S\$2,000.00</p>
<p>Journey Curtailment</p> <p>Covers non-refundable trip costs and additional travel expenses to return to your country of residence if you/your travel companion is diagnose with COVID-19 while in Singapore.</p>	<p>S\$1,000.00</p>
<p>Hospital Cash</p> <p>Payout of hospital cash upon hospitalization treatment required by doctor upon diagnosis of COVID-19 in Singapore. 2 days deductible applies.</p>	<p>S\$100 per day up to maximum 14 days</p>

➤ **When does my coverage begin?**

Coverage starts upon arrival in Singapore.

Coverage upon departure from Singapore will terminate or expiry of period of insurance (maximum 90 consecutive days), whichever is earlier.

The Journey Cancellation add-on benefit, starts from 15 days prior to your departure date or date of policy purchase, whichever is later.

Single Trip

Maximum of 90 days.

➤ **What Is Not Covered**

This policy will not apply to any event(s) arising directly or indirectly out of:

- any sickness other than that caused by COVID-19;
- the insured person or his/her travel companion being issued a personal medical quarantine order but not confined and/or suffering from COVID-19;
- travel booked or undertaken against the advice of any doctor or for seeking medical attention;
- deliberately self-inflicted injury or suicide;
- the insured person or his/her travel companion committing any criminal or illegal act;
- pre-existing medical conditions;
- any nuclear reaction or contamination, ionising rays or radioactivity;
- any nuclear, chemical or biological terrorism;
- air travel other than as a fare-paying passenger on a fully licensed passenger carrying aircraft operated by an airline or an air charter company for the regular transportation of passengers;
- any loss or expenses with respect to Cuba;
- any condition which results from or is a complication of venereal disease.