

OFFICIAL HOTEL BOOKING FORM

Hotels Located 5-10 Minutes Walking Distance to Shanghai New International Expo Centre (SNIEC)

Name of Hotels	Rating	Room Rate Single Room		Room Rate Double / Twin Room		Breakfast & In Room WiFi	Distance to SNIEC
		In CNY	In USD	In CNY	In USD		
Kerry Pudong	5*	2042.00	347.14	2275.00	386.75	√	5 – 10 minutes walk
Jumierah Himalayas - Book by April 12 - Book Between April 13-May 11 - Book After May 11	5*	1517.00 1634.00 1750.00	258.00 278.00 298.00	1692.00 1809.00 1925.00	288.00 308.00 328.00	√	5 – 10 minutes walk

Hotels Located Away From Shanghai New International Expo Centre (SNIEC) With Scheduled Shuttle Transfer Provided

Name of Hotels	Rating	Room Rate Single Room		Room Rate Double / Twin Room		Breakfast & In Room WiFi	Roundtrip Shuttle Transfer Between SNIEC and Hotels
		In CNY	In USD	In CNY	In USD		
Dorsett Shanghai - Book by May 11 - Book After May 11	4*	1008.00 1399.00	171.36 237.83	1008.00 1399.00	171.36 237.83	√	√
Crowne Plaza Century Park - Book by April 12 - Book After April 12	5*	1008.00 1176.00	171.36 199.92	1120.00 1288.00	190.40 218.96	√	√
Double Tree By Hilton - Book by May 11 - Book after May 11	4*	980.00 1307.00	166.60 222.19	1092.00 1317.00	185.64 223.89	√	√
LDF All Suites	4*	672.00	114.24	672.00	114.24	√	√

BOOKING TERMS & CONDITIONS

- Hotel reservations and arrangements are the sole responsibility of delegates / exhibitors / visitors.
- Room rates quoted is **NETT INCLUSIVE of 16% of Taxes and service charge.**
- Room rates include daily breakfast for 1 or 2 persons and in room WiFi internet access.
- Room rates include 2 ways scheduled shuttle transfer between Dorsett Shanghai, Crowne Plaza Century Park, DoubleTree by Hilton & LDF all Suites to SNIEC.
- Room reservation is confirmed with **ONE NIGHT ROOM PAYMENT** made payable to Burnaby Solutions Pte Ltd and balance on or before **May 11, 2018**
- Rates are valid for dates June 10 - 18, 2018 which include 3 days before and 3 days after event.
- All transactions will be made through merchant name **"Burnaby Solutions Pte Ltd"** and in **USD or CNY. Exchange rate is subject to fluctuation.**

❖ CANCELLATION POLICY

- A cancellation fee of **ONE NIGHT** Room and Tax charge will be levied for cancellation made on or after May 11, with exception of Kerry Hotel, a 2 nights charge is levied. Balance amount will be refunded.

❖ NO SHOW POLICY

- On day of arrival, should delegate 'no show' or 'short stay', all hotels will levy a maximum of **TWO NIGHTS** Room and Tax charge penalty and balance amount will be refunded.

❖ REFUND POLICY

- All refunds due if any, must be claimed or settled within 7 working days after event ends. Please note all refunds are subject to a 4% administrative fee.

Please complete hotel booking form and forward to the following address

Burnaby Solutions Pte Ltd
Contact Person: Ms Lim Chee Yi
Tel: +86 2180245881
Email: limcheeyi@burnaby-solutions.com

COMPLETE DETAILS IN FULL

Name of Guest: _____ Sharer's Name (if any): _____

Organisation: _____

Address: _____

Tel. No: _____

Fax No.: _____

Email: _____

ACCOMMODATION :

Hotel: _____ (1st choice) _____ (2nd choice) _____ (3rd choice)

Arrival Date: _____ Flight No: _____ Arrival Time: _____

Departure Date: _____ Flight No: _____ Departure Time: _____

Room Type: ☐ Single ☐ Double ☐ Twin

PAYMENT & CREDIT CARD DETAILS (note: payment by telegraphic transfer or credit card is subject to 4% bank administration fee)

☐ AMEX ☐ MasterCard ☐ Visa

Card No.: _____ Expiry Date (mm-yy) _____ CVV Code : _____

Cardholder's Name: _____ Signature: _____ Amount : US\$ _____

For payment by telegraphic transfer in USD, please quote the following bank account:

Account Name: Burnaby Solutions Pte Ltd

Account No: 0003-013116-01-0 (US\$)

Swift Code: DBSSSGSG

Bank Name: DBS Bank Ltd

12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3 S018982

OR

For payment by telegraphic transfer in CNY, please quote the following bank account:

Account Name: Burnaby Solutions Beijing Co., Ltd

Account No: 338958354974 (CNY)

Swift Code: BKCH CN BJ 110

Bank Name: BANK OF CHINA

Beijing Central Business District Sub-Branch

Bank Address: 1/F, No.8, Beisanhuan East Road, Chaoyang District, Beijing, China