



**oasia**  
HOTEL · DOWNTOWN  
SINGAPORE

# ITB Asia 2019 Hotel Reservation



**ITB**  
ASIA

Please fill in this form and fax or email to **Group Coordinator**  
**E: fehgrouppres@fareast.com.sg**  
**T: +65 6411 4632 F: +65 6812 6999**

**DATE: 12 – 21 October 2019**

## A. PERSONAL INFORMATION

Mr  Mrs  Ms  Dr      Last Name : \_\_\_\_\_      First Name : \_\_\_\_\_

Company : \_\_\_\_\_ Email Address : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

## B. RESERVATION DETAILS

Arrival Date (dd/mm/yy) :

/  /

Arrival Flight No. :

Estimated Time of Arrival (hh:mm) :

:

Departure Date (dd/mm/yy) :

/  /

Departure Flight No. :

Estimated Time of Departure (hh:mm) :

:

## C. ROOM TYPE REQUEST (Please note that we are a smoke-free hotel)

Booking Request:

Single Rooms and rates are based on  
availability on the day of booking

Double Rooms and rates are based on  
availability on the day of booking

King-bed      Twin-Bed

- Kindly return this reservation form to the email address above.
- All reservations received will be subject to room availability and rate change.
- The Hotel reserves the right to offer rooms of a higher category if the above room category is not available.
- Note: The submission of this form is not equivalent to a guaranteed room.

### TERMS & CONDITIONS:

- Check-in is at 1400hrs and check-out is at 1200hrs. Room types are subjected to availability. Guarantee Policy: Credit card details are required in order to confirm or guarantee your reservation. Cancellation Policy: Reservation must be cancelled 7 working days prior to arrival, otherwise, there will be a one-night penalty fee charged to the credit card guarantee for "No Show"
- Requests for room preferences and early arrival or late departure are subject to room availability.

### FOR OFFICAL USE

With pleasure, we confirm your reservation. Your confirmation number is : \_\_\_\_\_