

## Hotel Accommodation Form

### InterCEPT 2012 – April 12<sup>th</sup> – 14<sup>th</sup>, 2012 - Milan

Please complete this form and sent it early. First come – first served

SURNAME:	FIRST NAME(S):
ADDRESS:	POSTCODE:
CITY:	COUNTRY:
TEL :	MOBILE :
FAX :	E-MAIL:

**Date of Arrival :**            \_\_\_\_/04/2012

**Date of Departure :**        \_\_\_\_/04/2012

**Double Use Single Room**

**Double Room**

**ACCOMPANYING PERSON DETAILS:**

First name(s) \_\_\_\_\_

Surname \_\_\_\_\_

**Total Number of Nights:** \_\_\_\_\_

**METHOD OF BOOKING**

Hotel bookings requests can be made **only** by returning this form by fax to Easy Congress Srl - **Fax: + 39 02 21598788** by **March, 26<sup>th</sup> 2012**.

Hotel booking requests made by phone will not be accepted.

Please tick  room preference

HOTEL	DUS <input type="checkbox"/>	DOUBLE <input type="checkbox"/>
HOTEL MICHELANGELO****	€ 140.00	€ 160.00

**Accommodation requests received after March, 26<sup>th</sup> 2012 will be processed according to room availability.** Prices include room, breakfast and VAT. **These prices are exclusive to Easy Congress SRL.**

**CANCELLATION POLICY**

In the event of cancellation (less than 48 hours before the event) or no-show, the first night of accommodation will be withdrawn from the credit card stated on the booking form. The credit card will be held only as a form of guarantee for the room booking, and no money will be withdrawn from the card, unless in cases as described above. Alternatively, it is possible to proceed with a pre-payment\*; the Hotel will withdraw from the credit card the entire amount for the whole stay.

**METHOD OF PAYMENT**

Credit Card:                     VISA                                     MASTERCARD

Card number    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    CIN \_\_\_\_\_

Expiry date     \_\_\_\_ / \_\_\_\_

Name of Cardholder \_\_\_\_\_

I have read and understand/accept the terms and conditions of Easy Congress SRL as stated above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\*I authorize the Hotel to withdraw the entire amount for the whole stay from the credit card stated on the form.

Date \_\_\_\_\_ Signature \_\_\_\_\_