

**Deadline: Monday, 2 November 2009**

Return Form to:

**FCm Travel Solutions Singapore Pte Ltd**

7500A Beach Road, The Plaza #05-323, Singapore 199591

Tel : (65) 6593 0376/8 Fax : (65) 6593 0371

Attn : Ms. Clara Chee Email : [atf@sg.fcm.travel](mailto:atf@sg.fcm.travel)

**Form E-11**

**ACCOMMODATION – OFFICIAL TRAVEL MANAGEMENT COMPANY**

Exclusive discounted rates at the **Official ATF Hotel – CARLTON HOTEL** have been secured for exhibitors and visitors. To enjoy the privileges as an exhibitor/visitor of ATF 2009, please send the completed form to the Official Travel Management Company **FCm Travel Solutions** by 2<sup>nd</sup> November 2009. Room reservation forms received after this date are subject to room availability and current market rate.

EXHIBITOR/VISITOR'S DETAILS	
Title: Mr / Mrs / Ms / Dr / Prof / Others: _____ (please circle / specify)	
First Name:	Family/Last Name:
Company:	Job Title:
Address:	
Passport Number:	Date of Birth:
Contact No.: _____ (Home)	_____ (Mobile)
_____ (Fax)	
Email Address:	
HOTEL ROOM RESERVATION	ROOM RATE
Hotel: _____ (pls specify)	
Check in:	ETA:
Check out:	ETD:
Room Preference: <input type="checkbox"/> King-Size Bed	<input type="checkbox"/> Twin-Bed
<input type="checkbox"/> Non-Smoking Room	<input type="checkbox"/> Smoking Room (Request is subject to availability)
CREDIT CARD GUARANTEE & PAYMENT	CARD TYPE (pls circle) AMEX / MASTER CARD / VISA / DINERS / JCB
Cardholder's Name as on CC: _____	Credit Card No: _____
Cardholder's Signature: _____	CCV Number: (3-digit no. on back of card) _____
	Expiry Date: (MM/YY) _____

^You may include hotels not in the Official Hotel List and FCm Travel Solutions will make the necessary reservations for you.

**Please Keep a Copy For Your Records**

# REVERSE OF FORM 11 ACCOMMODATION – OFFICIAL TRAVEL MANAGEMENT COMPANY

## A. EXCLUSIVE HOTEL RATES FOR EXHIBITORS AT ATF 2-4 DECEMBER 2009

HOTELS	HOTEL CATEGORY	ROOM RATE PER NIGHT	VALUE-ADDS	EST. TIME TO EVENT VENUE
<b>Marina Mandarin</b>	5 Star	S\$260 Nett	01 Buffet Breakfast included	5 minutes walk
<b>Pan Pacific Hotel</b>	5 Star	S\$330 Nett	01 Buffet Breakfast included	5 minutes walk
<b>Ritz Carlton</b>	5 Star	S\$365 Nett	01 Buffet Breakfast included	15 minutes walk
<b>*Carlton Hotel</b>	4 Star	S\$215 Nett	Room ONLY	5 minutes drive (Shuttle Service provided)
		\$235 Nett	01 Buffet Breakfast included	
<b>Ibis Hotel</b>	3 Star	\$200 Nett	Room ONLY	15 minutes drive
		\$220 Nett	01 Buffet Breakfast included	

- All discounted room rates listed above are Nett. No extra charges for service tax, GST & Government tax.
- All room rates listed are applicable for Single, Twin and Double rooms.
- Daily buffet breakfast is applicable to 1 occupant per room.
- \*Daily complimentary 2-way shuttle transfer is provided between **Carlton Hotel** and the exhibition site, Suntec Convention Centre. **Shuttle service is only available for Exhibitors that book rooms through ATF's Official Travel Management Company – FCm Travel Solutions.**
- **Extension of Stay**  
The above special rates are offered to exhibitors and visitors of ATF for stays for the first 4 nights of stay from 1<sup>st</sup> - 4<sup>th</sup> December 2009. Subsequent room nights will be at regular room rate. Enquire with FCm for lowest available rates
- Hotel check-in time is 1400 hours and check-out time at 1200 hours. Requests for early check-in and late check-out are subject to availability. Additional charges apply for guaranteed early check-in or late check-out.
- All reservations must be guaranteed and paid by credit card for the full duration of stay booked. 3% merchant fee applies for credit card payments.
- Cancellation and refund policy:
  - A cancellation charge equivalent to one night room charge is levied in the event of cancellation for each confirmed reservation.
  - All reservations will be confirmed upon payment in the event that the room booking(s) is (are) received less than 30 days of the event date.
  - Any cancellation made on/after **02 November 2009** is subject to **CANCELLATION CHARGE** based on **FULL LENGTH STAY** as per original room reservation requests.
  - In the event of early departure or no show, the **FULL LENGTH OF STAY** based on original reservation at the time of booking is levied.
  - Refunds are to be settled within 7 days after close of event
- Terms and conditions are subject to change without prior notice.