

	FORM 17A – HOTEL ROOM RESERVATIONS (Mandarin Oriental Singapore)	Deadline 03 May 2010
Attn: Reservations Department		Email: mosin-grp@mohg.com Tel: (65) 6885 3030 Fax: (65) 6336 5079

The exclusive room rates offered are for delegates who are attending ad:tech Singapore on 03 to 04 June 2010. (Group Code: 3W00T3).

Please send your request directly to Mandarin Oriental, Singapore via fax (65) 6336 5079 or email: mosin-grp@mohg.com. All requests must be received by **03 May 2010**. Confirmation of requests received after this date will be subject to room availability.

Room Rates *(Please check where appropriate)*

- Deluxe Room at S\$295.00+++ per room per night (Room Only)**
- Buffet breakfast at Melt-the world café at S\$44.00++ per person per day
- Smoking Non-smoking King Bed Twin Bed *(On request and subject to availability)*

Room rates are subject to 10% service charge and thereafter 7% Goods & Services Tax.

Salutation: Dr / Mr / Mrs / Miss

Last Name : _____ First Name : _____

Telephone : _____ Fax/email : _____

Arrival Date : _____ Flight No : _____ Time : _____

Departure Date : _____ Flight No : _____ Time : _____

Please note:

- Official Check-in time is 1400 hours. If you wish to guarantee early availability of your room before 1400 hours, you should reserve your room the night before at an additional night's charge by indicating this on the form. Otherwise, early arrivals are subject to availability upon check-in.
- Official Check-out time is 1200 hours. Use of room from 1200 to 1800 hours can be arranged and confirmed at 50% of agreed room rates. Full day's rate will be chargeable for use of room beyond 1800 hours
- Credit card detail / advance deposit is required to guarantee your reservation.
- A penalty charge for all room nights reserved shall be levied for any no-shows.
- In the event of any cancellation made after **03 May 2010**, a cancellation charge of total length of stay shall apply. This will be billed to the credit card on file.
- For guaranteed reservations, the room will be held for the late arrival.
- A cancellation number is given out whenever cancellation is made. *Please take note of this number for reference regarding cancellation of guaranteed reservation.*

Hotel's Official Acknowledgement:

We are pleased to confirm your reservation above.

Please note your confirmation number is # _____

Kindly print this confirmation slip and produce this at the Front Desk upon your check-in.

Confirmed by Reservation Agent : _____ Date _____