

ROOM RESERVATION FORM

Offshore Technology Conference Asia (OTCA)
(25– 28 March 2014)

To Reserve Your Room, Mail or Fax to:
SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA
Attn: Reservations Department, Shangri-La Hotel Kuala Lumpur
Tel : 603 20268488 Fax : 603 20321245
Email: reservations.slkl@shangri-la.com

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL ON OR BEFORE **14 February 2014**

Guest Name _____
 Surname _____ First Name _____

Company _____

Business Address _____
 Street address or PO Box No _____

City/ State _____ Country _____

Tel No _____ Fax/E-Mail _____

Arrival Date _____ Flight No _____

Departure Date _____ Flight No _____

No of Room (s) _____ No of Guest (s) _____

Delegates Room Type/ Rate Daily	Room Category	Single Room Rates	Double Room Rates
Room Rates (Per room per night inclusive of Breakfast)	Deluxe Room	RM 495.00++ ()	RM 565.00++ ()
Room Rates (Per room per night inclusive of Breakfast)	Horizon Executive Room	RM750.00++ ()	RM790.00++ ()
Special Request (Subject to availability)	King size bed ()	Twin Bed ()	Non-Smoking ()
			Smoking ()

- * Room Rates are subject to 10% service charge and 6 % government tax.
- * The above guest rooms are inclusive of Daily Breakfast and in room WIFI (100Mbps) internet access.
- * Horizon Executive Room Rates are inclusive of Horizon Club Privileges.
- * Kindly be informed that the Hotel has King Sized Bed only for Deluxe Room Category.

Deposit Guarantee: The individual delegate will be responsible for sleeping room charges and guest room must be guaranteed by individual's credit card at the time of booking.

Cancellation Info: Any reservation cancelled after **72 hours prior to arrival day** or no show will result in a late cancellation charge equivalent to two (2) nights of reserved stay. Early departure will be charge for the duration as original reserved.

Credit card type: VISA () MASTER () DINERS ()
 JCB () AMEX ()

For AMEX please provide the I/D No: _____

Credit Card No: _____ Expiry Date _____

Airport Pick-Up: ___ Yes ___ No RM 330.00nett per car per way (from Airport to Hotel)
 ___ Yes ___ No RM 330.00nett per car per way (from Hotel to Airport)

Note: A surcharge of 50% will be levied for transfers between 11.00pm to 6.00am and the rate transfer is subject to change without prior notice. For no show or cancellation made within two (2) hours prior to arrival, full penalty charge will be applied.

Terms & Conditions

- All room reservation must be made through the Reservations Department and subject to room availability. The individual delegate will make reservation directly to the hotel (by telephone, fax, e-mail or Group Online via Shangri-La.com).
- Please be informed that the official check-in time is 1400hrs and check out time is 1200hrs.
- In the event of early check-in before 1200hrs, a 50% surcharge will be applicable, while a full-day surcharge will be applicable for a guaranteed check-in before 0900hrs.
- Late check-out time is 1200 hours. Daily group rate will be chargeable for late check – out beyond 1200 hours.
- Any flight changes must be advised at least 24 hours prior to arrival.