

**IMCAS ASIA 2008  
SUNTEC : 14 – 15 July 2008  
HOTEL ROOM RESERVATION**

**FORM E**

- Hotel reservations and arrangements are the sole responsibility of delegates/ exhibitors / visitors.
- Room reservations are confirmed with **a ONE night non-refundable deposit** make payable to Orient Explorer (S) Pte Ltd followed by balance payment on and before **02 June 2008**.
- In the event that your travel dates change after submitting this form, please notify Orient Explorer immediately.
- Rates are valid only from **13 – 16 July 2008**

**Cancellation / No Show Policy**

- A cancellation charge equivalent to one night room charge is levied in the event of cancellation for each confirmed reservation.
- Any cancellation made on/after **02 June** is subject to **FULL CANCELLATION CHARGE** based on **FULL LENGTH OF STAY** as per original room reservation request.
- 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.
- Any refund, if any must be settled within 7 days after event closed.

For further information, please contact:

**Orient Explorer (S) Pte Ltd**

12 Aljunied Road, #05-02 SCN Centre, Singapore 389801  
Tel: (65) 6339 8687 Fax: (65) 6339 9536 / 6339 3731  
Email: mail@orient-explorer.com  
Contact Person: Ms Karin Chua / Ms Vivian Chen

*For payment by telegraphic transfer, when making payment please quote the following bank account:*

**Bank Account No: 038-1185-001**  
Swift Code : CITISGSG  
Citibank Singapore Ltd  
Capital Square Branch, Singapore  
Attn: **Orient Explorer (S) Pte Ltd**

Hotel	Category	Distance to Venue	Room Rate (Single)	Room Rate (Twin)	Breakfast Rate	No. of rooms Required
Ritz Carlton	5	within walking distance	390.00 ++	410.00 ++	38.00 ++	
Marina Mandarin	5	within walking distance	345.00 ++	345.00 ++	40.00 ++	
Carlton	4	10 mins drive	315.00 ++	335.00 ++	30.00 ++	
Grand Plaza Park	4	within walking distance	315.00 ++	315.00 ++	25.00 ++	
Park Hotel Orchard	4	10 mins drive	305.00 ++	305.00 ++	30.00 ++	
Rendezvous	4	5 mins drive	280.00 ++	280.00 ++	25.00 ++	
Furama Riverfront	4	15 mins drive	275.00 ++	275.00 ++	Inclusive	
Peninsula.Excelsior	4	within walking distance	245.00 ++	245.00 ++	25.00 ++	
Allson	4	07 mins drive	225.00 ++	225.00 ++	25.00 ++	
River View	4	15 mins drive	198.00 ++	198.00 ++	25.00 ++	
City Bayview	3	07 mins drive	198.00 ++	218.00 ++	Inclusive	
YWCA Fort Canning Lodge	3	10 mins drive	150.00 ++	160.00 ++	Inclusive	

**Note**

- Rates quoted are subject to 10% service charge and 7% goods & service tax.
- 2 way shuttle transfer, hotels/exhibition site/hotels, with exception of Ritz Carlton / Marina Mandarin / Grand Plaza Park / Peninsula.Excelsior, which are within walking distance to Suntec

**PAYMENT & CREDIT CARD DETAILS** (note: payment by telegraphic transfer or credit card is subject to 3% admin fee)

American Express                       MasterCard                       Visa

Card no.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ (dd-mm-yy)

Cardholder's Name: \_\_\_\_\_

Amount: S\$ \_\_\_\_\_  Bankdraft make payable to **Orient Explorer (S) Pte Ltd**

Signature: \_\_\_\_\_ CVV Code : \_\_\_\_\_ (last 3 digits behind credit card)

COMPLETE DETAILS IN FULL		
<b>Name of Guest:</b>		
<b>Organisation:</b>		
<b>Address:</b>		
<b>Tel. No:</b>	<b>Fax No.:</b>	<b>Email:</b>
<b>Hotel:</b> _____ (1 <sup>st</sup> choice) _____ (2 <sup>nd</sup> choice) _____ (3 <sup>rd</sup> choice)		
<b>Arrival Date:</b>	<b>Flight No:</b>	<b>Arrival Time:</b>
<b>Departure Date:</b>	<b>Flight No:</b>	<b>Departure Time:</b>
<b>Room Type:</b> <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Smoking		