



HOTEL BOOKING FORM

Hotels Located Walking Distance to Shanghai New International Expo Centre (SNIEC)

Name of Hotels	Rating	Room Rate Single Room		Room Rate Double/Twin Room		Breakfast & In Room Wifi	Distance To SNIEC
		In CNY	In USD	In CNY	In USD		
Kerry Pudong	5*	2041.00	336.80	2240.00	369.60	√	5 – 10 minutes walk
Jumeirah Himalayas - Book by April 30 - Book from April 30 – June 1 - Book from June 1	5*	1574.10 1690.70 1807.30	259.80 279.00 298.20	1749.00 1865.60 1928.20	288.60 307.85 318.20	√	5 – 10 minutes walk

Hotels Located Away From Shanghai New International Expo Centre (SNIEC)

With Scheduled Shuttle Transfer Provided During Event Days

Name of Hotels	Rating	Room Rate Single Room		Room Rate Double/Twin Room		Breakfast & In Room Wifi	Roundtrip Shuttle Transfer Provided Between SNIEC & Hotel
		In CNY	In USD	In CNY	In USD		
Crowne Plaza Century Park - Book before May 08 - Book after May 08	5*	1080.00 1180.00	178.20 194.70	1190.00 1288.00	196.35 212.55	√	√
Dorsett Shanghai - Book before May 08 - Book after May 08	4*	1050.00 1070.00	173.25 176.55	1070.00 1098.00	176.55 181.20	√	√
Holiday Inn Shanghai Pudong Nanpu - Book by April 30 - Book from April 30	4*	980.00 1008.00	161.70 166.40	1008.00 1068.00	166.40 176.80	√	√
LDF All Suites	4*	728.00	120.15	728.00	120.15	√	√

BOOKING TERMS AND CONDITIONS

Hotel reservations and arrangements are the sole responsibility of delegates / exhibitors /visitors.

1. Room rates quoted is **NETT INCLUSIVE of 16 % of Taxes and service charge.**
2. Room rates include daily breakfast for 1 or 2 persons and in room WiFi internet access.
3. Room rates include 2 ways scheduled shuttle transfer between Dorsett Shanghai, Crowne Plaza Century Park, Holiday Inn Shanghai Pudong Nanpu & LDF all Suites to SNIEC.
4. Room reservation is confirmed with **ONE NIGHT ROOM PAYMENT** made payable to Burnaby Solutions Pte Ltd and balance on or before **May 08, 2019**
5. Rates are valid for dates June 08 - 16, 2019 which include 3 days before and 3 days after event.
6. All transactions will be made through merchant name "Burnaby Solutions Pte Ltd" and in USD or CNY. Exchange rate is subject to fluctuation.



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CANCELLATION POLICY

- Any cancellation fee of **ONE NIGHT** Room (includes tax & services charge) Penalty will be levied for cancellation made **on or after May 08** with exception of the following hotels:-
Kerry Hotel, **a 2 night charge is levied and balance will be refunded.**

NO SHOW POLICY

- On day of arrival, should delegate 'no show' or 'short stay' all hotels will levy a **maximum of TWO NIGHTS Room (includes tax & services charge)** Penalty and balance amount will be refunded.

REFUND POLICY

- All refunds due if any, must be claimed or settled within 7 working days after the event ends. Please note all refunds are subject to a 4% administrative fee.

Please complete hotel booking form and forward to the following address:-
Burnaby Solutions Pte Ltd, Contact Person: Chelsea Chee,
Tel: +86 21 80245881, Email: chelsea@burnaby-solutions.com

COMPLETE DETAILS IN FULL		
Name of Guest:		Sharer's Name (If any):
Organisation :		
Address:		
Tel No:	Fax No:	Email:
ACCOMMODATON:		
Hotel: _____ (1 st Choice)		(2 nd Choice) _____ (3 rd Choice)
Arrival Date: _____	Flight No: _____	Arrival Time: _____
Departure Date: _____	Flight No: _____	Departure Time: _____
Room Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Twin
PAYMENT & CREDIT CARD DETAILS <i>(note: payment by telegraphic transfer or credit card is subject to 4% bank administration fee)</i>		
<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card No.:	Expiry Date	(mm-yy)
Cardholder's Name:	Signature:	Amount : US\$/CNY
For payment by telegraphic transfer, please quote the following bank account:		
Payment to US\$ Account Account Name: Burnaby Solutions Pte Ltd Account Number: 0003-013116-01-0(US\$) Swift Code: DBSSGSG Bank Name: DBS Bank Ltd 12 Marina Boulevard DBS Asia Central Bay Financial Centre Tower 3 (S018982)		Payment to CNY Account Account Name: Burnaby Solutions Beijing Co Ltd Account Number: 338958354974 (CNY) Swift Code: BKCH CN BJ 110 Bank Name: BANKOF CHINA Beijing Central Business District Sub Branch 1/F, No:8 Beisanhuan East Road, Chaoyang District Beijing, China