



Sheraton Shanghai Hongqiao Hotel

Exhibition name: Paper Exhibition 2010
Date _____ 2010

Please fax the completed form to: (86 21) 6275 0643 or mail to Jason.xu02@sheraton.com Mr. Jason Xu

Arrival Date:	Flight No:	Arrival Time:
Departure Date:	Flight No:	Departure Time:

Name of Guest / Guests:
Passport Number:

No. Of Guest (s):	Adults:	Children:
Special Requests:		

Accommodation Type: Please tick the relevant room category of choice: (subject to availability)

*	Room Type:	Room rate per Room per night	No. of Nights
	Deluxe Single Room	RMB 1100 + 15% surcharge, with 1bbf	
	Premier Room	RMB 1300 + 15% surcharge, with 1bbf	
	Club Room	RMB 1700 + 15% surcharge, with 1bbf	

- The above rates are valid to delegates attending Paper Exhibition on 13 Sep to 19 Sep 2010 only.
- Rates quoted above are in RMB and are subject to 15% Service Charge per room per night.
- Additional Breakfast is additional at RMB201.00+15% surcharge.
- Room Reservation will be subject to room availability:

Credit Card Details: Please tick (*) the relevant box.

<input type="checkbox"/>	AMEX	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MASTER CARD	<input type="checkbox"/>	DINERS
<input type="checkbox"/>	JCB						
Cardholder:							
Credit Card Number:							
Expiry date:							

The Hotel has the right to charge on any No-Shows, Washdown or Last Minute Cancellations occurring;

- Fourteen (14) days and above prior to arrival, a 50% cancellation charge of entire stay.
- Three (03) days and above prior to arrival, a 75% cancellation charge of entire stay.
- Less than three (03) days prior to arrival, a 100% cancellation charge of entire stay.

Airport Transfer: Please tick (*) the relevant box.

Type of Transfer	Rate Per Way (RMB)	*
Limousine (Audi A6) From/To Hong Qiao International Airport	RMB450.00net (per car)	<input type="checkbox"/>
Limousine (Audi A6) From/To Pu Dong International Airport	RMB750.00net (per car)	<input type="checkbox"/>

Billing Instructions: Please tick (*) the relevant box.

- Guest to settle accounts upon departure
- Full prepayment at least 72 hours before arrival
Full payment can be sent by Telegraphic Transfer to our bank as follows:

Account Name:	Shanghai Tai Ping Yang Hotel Co. Ltd.
Name of Bank:	Bank of China, Shanghai Branch Yan An Xi Road Sub Branch
Address of Bank:	No.2168 Yan An Road, Super Ocean Finance Centre
Bank Account No:	044175-8300-00805418093001 (RMB) 4033605-00805418093014 (US\$)

HOTEL USE ONLY
Confirmation No:
Confirmed by:

I agree to the above terms & conditions:

Guest Signature :

Name in print :

Date :

Company :

Fax/Tel/E-mail address :