

RESERVATION FORM

Official Hotel for "ASEAN Sustainable Energy Week 2020 and Co-located with Pumps & Valves Asia 2020"

Period: 23rd – 26th September 2020

First Name	Last name	Mr./Mrs./Ms./Dr./H.E.	Other Names (Alias)
Address			
Passport No.		Nationality	
Arrival Date	Arrival Flight to BKK	Departure Date	Departure Flight
Office Tel No.	Office Fax	Mobile Phone No.	E-Mail

Type of room	Room Rate	Occupants	Occupants		TOTAL No. of Rooms	Bed Type (King sized or Twin beds)	Smoking or Non-Smoking
			Adult	Child			
Superior room	THB 3,500.-net/room/night	Single					
	THB 3,800.-net/room/night	Double					
Deluxe room	THB 4,000.-net/room/night	Single					
	THB 4,300.-net/room/night	Double					
Premier Room	THB 4,800.-net/room/night	Single					
	THB 5,100.-net/room/night	Double					

Remark: The room rates are quoted in Thai Baht and the above rates are inclusive of 10% service charge and 7% government tax applicable, effectively a total of 17.7% and **complimentary International buffet breakfast, High speed internet access.**

AIRPORT TRANSFER: THB 1,600.-net/way/car (Maximum 3 guests/way/car)	
Limousine from the airport to the hotel	<input type="checkbox"/> Yes <input type="checkbox"/> No
Limousine from the hotel to the airport	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remark:	
<ul style="list-style-type: none"> - Participants will book the room accommodation directly by this hotel reservation form under the official hotel rate. - Room accommodation will be subject to space availability at the time of receiving completed reservation form. - Credit card is required for guarantee incidental expenses including transfer services, mini bar, or room services and etc. - Rates offered for 3 days pre & post based on the main event date. Room type is subject to availability. 	
PAYMENT	
All expenses during guests' stay such as room rate with breakfast, and internet, Mini bar, Phone bills, Laundry, other F&B, and other incidental charges will be responsible by individual guests own account as cash or credit card upon departure	
CANCELLATION POLICY	
- Receive less than 7 days prior to expected arrival or no show, 1 night room charge will be charged from the given guarantee credit card or guest own account	

Signature _____

Date _____

Please note that the hotel's check-in time is 14.00 hours and check out time is 12.00 noon. This reservation form is strictly for the above conference only, guests who do not use this form will be considered they have personal arrangements.

Please send the completed reservation form and credit card authorization to E-MAIL;

To Reservation: H7176-RE@accor.com; H7176-RE1@accor.com H7176-RE2@accor.com; H7176-RE3@accor.com; H7176-RE4@accor.com;

CC Sales: H7176-SL9@accor.com, H7176-SL8@accor.com; H7176-SL1@accor.com

GUARANTEED LETTER OF PAYMENT AUTHORISATION

Date: _____

This is to authorise **Novotel Bangkok Ploenchit Sukhumvit** to charge on my credit card account for the following details:

The Guest / Party Name: _____

Expenses: _____

By () Amex () Visa () Diners Club () Master () JCB

Name: _____

Credit Card No.: _____

Expiry Date: _____

Signature : _____

Copies of Credit Card (Front/Back) :

*You could close three-digit CVV (card verification value).