



Booking Deadline:
Tuesday,
4 May 2010

**INTERNATIONAL OIL & GAS
 CONFERENCE AND EXHIBITION IN CHINA (IOGCEC)**

8-10 JUNE 2010 • BEIJING INTERNATIONAL CONVENTION CENTRE • BEIJING, CHINA

HOTEL BOOKING FORM

Please select the hotel of your choice and reservations can be made by fax, mail or online to the hotel directly. All reservations must be received by 4 May 2010 to be guaranteed. Requests will be accepted after this date, but special hotel rate and accommodation cannot be guaranteed.

Registrant's Name : _____
 Last (Surname) _____ First (Forename) _____

Partner's Name : _____
 Last (Surname) _____ First (Forename) _____

Company : _____

Address : _____
 Street Address or P.O. Box Number _____ City _____
 State/Province _____ Country _____ Zip/Post Code _____
 Telephone _____ Facsimile _____ E-mail _____

Arrival : _____
 Date _____ Time _____ Airline/Flight No. _____

Airport Transfer : Yes No

Departure : _____
 Date _____ Time _____ Airline/Flight No. _____

Airport Transfer : Yes No

Credit Card : _____
 Cardholder's Name _____
 Number/Expiry Date _____ Signature _____
 American Express MasterCard Visa Other: Please Specify _____

Hotel Accommodation : Please provide your preferred hotel accommodation choice. Accommodation is subject to availability and is not guaranteed.

Choice of Hotel	Room Type	Rate per night in CNY

Guest's Preference (Please tick preference) :

Smoking Non Smoking Any dietary preference? If yes, kindly state _____

Near the lift Away from lift Any allergies? If yes, kindly state _____

King bed Twin bed

Terms and Conditions :

- Official check-in time is 1400 hours and check-out time is 1200 hours. Room rates are inclusive of 15% service charge and government tax.
- Room rates are inclusive up to two (2) buffet breakfasts.
- **All room rates are quoted in Chinese Yuan (CNY) by the hotels. The room rates in USD are calculated as per the exchange rate of USD1 = CNY6.8. Please note that this is an indicative rate and is subject to change to the prevailing rate.**
- All accounts must be settled on departure unless prior arrangements are made in writing with the hotel.
- All reservations must be received by 4 May 2010 to be guaranteed. No booking can be accepted without credit card details or one-night deposit.
- Requests for early check-in are subject to availability. Full-day surcharge will be applicable for a guaranteed check-in before 1200 hours.
- Full rate is chargeable for late check-out after 1800 hours. A half day room rate is chargeable for the late check-out after 1400 hours and before 1800 hours.
- **Please refer to *Hotel Information* for specific terms and conditions.**