





## OFFICIAL ACCOMMODATION

 	Room Facilities:	Each one has a balcony and each is equipped with air conditioning, satellite TV, a radio, a direct-line telephone, wireless Internet access, a minibar, and a safe. The bathrooms are spacious and modern, with marble finishes and separate toilets.
	Hotel Facilities:	4 restaurants, 4 themed bar's, gardens with tall palm tree's and exotic bougainvillea, 4 swimming pools with water jets and wall mounted fountain. The hotel also offers traditional hammam, body scrubs, essential oils massages, sauna, Jacuzzi, facials, whole-body treatments, and a hairdressing salon.
	Location:	Boulevard Mohamed VI - 40 000 Marrakech – Morocco ONSITE HOTEL – adjacent to the venue
	Rates:	Single DH1434.00 / USD192.00 / GBP103.00 Double DH1569.00 / USD210.00 / GBP113.00 Rates are per room per night & inclusive of tax & breakfast

Alternative hotels may be available on request.

Please contact us with your preference and we would be happy to advise on availability and rates.

## CONCIERGE SERVICES

### Why not try our on-site concierge services?

Our services provide clients with a priceless commodity - more time.  
We offer a host of services, from planning special events & meetings to making dinner & theatre reservations.

Let us help you with:

- Meeting rooms
- Cocktail receptions
- Dinner reservations
- Site seeing tours / Spouse Tours
- Transportation, including people carriers and chauffeur driven cars
- Hostesses / Translators
- Mobile phones

We will be onsite to ensure the smooth running of all your arrangements.  
Contact us for more information.

## FLIGHTS

We can offer flights from the UK and other cities around the world to Morocco at very competitive rates.  
Please feel free to contact us and we will be happy to help you.



## HOTEL BOOKING FORM / NATC 2008 / 12 – 14 March 2008

Please fax this form for the attention of Monica Steri on  
 Fax No. +44 (0) 207 633 9427 or email: [ms@eventsinfocus.net](mailto:ms@eventsinfocus.net)  
 Or Alternatively contact Randy Wright on [rwright@eventsinfocus.net](mailto:rwright@eventsinfocus.net)

	Surname (block capitals)	First Name	Title (Mr/Mrs)	Nationality (as on passport)
1				
2				

**Hotel Accommodation:**

Hotel Name:..... Room Type:..... No. of Rooms:.....

Arrival Date:..... Departure Date:..... No. of Nights.....

Please note that standard check-in for hotels are approx 14:00hrs. If your flight arrives early morning & you wish to have immediate access to your room please book from the night before. Standard check-out time is 12noon. If your flight departs late p.m & you wish to have use of your room please book for an additional night. **Please note that reservations cannot be held without payment details so please ensure you complete the relevant section on the booking form.**

**Cancellation Conditions**

At the time of confirmation we will confirm the full amendment and cancellation policy of the chosen hotel. Once your reservations have been confirmed it is imperative that Events in Focus is advised in writing of any changes or cancellations that you may have. We will, in turn, advise the hotel of these changes.

**Payment Conditions**

All services are pre-paid by Events in Focus. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. Confirmation of payment will be forwarded to you along with necessary travel documents prior to departure. Reservations will only be guaranteed upon full payment of said invoice and Events in Focus reserves the right to cancel any arrangements due to non payment.

Company Name:.....

Address:.....

Contact Name:..... Signature:..... Date:.....

Email:..... Telephone:..... Fax:.....

**PLEASE INDICATE PAYMENT PREFERENCE:-**

**(This section must be completed in order to validate your booking request).**

- 1) We will be paying by company cheque:  (for UK based companies only)
- 2) We will be paying by bank transfer:  (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card:  (Please complete your card details below - £10.00 c/c fee applies)

**Credit Card No:** .....(Sorry we can not accept AMEX)

**Valid From:** ..... **Valid To:** .....

**CVV Number (3 digit security code):** ..... **Issue no. (Switch / Maestro only)** .....

**Name of Cardholder:** .....

**PLEASE NOTE THE FINAL DAY FOR ALL BOOKINGS WILL BE THE 12 FEBRUARY 2008**



## BOOKING CONDITIONS

### RESERVATIONS

For reservations please complete the attached booking form and return to us as soon as you know your requirements. **Please note that reservations cannot be held without payment details so please ensure you complete the relevant section on the booking form.** Hotel reservations will be held on option and will only be guaranteed upon payment of a deposit invoice of 50% for each room held. The balance is payable 1 month prior to arrival. For bookings made less than 1 month prior to arrival, immediate full prepayment is required for each room held. **Events in Focus** reserve the right to cancel any reservations due to non payment of said invoice.

### PAYMENT

**All services must be pre-paid to Events in Focus at the UK Pound Sterling rate indicated above.** Any other foreign exchange rates listed are for indication purposes only. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. A fee of GBP 10.00 will be charged for all credit card payments. Confirmation of payment will be forwarded to you along with hotel vouchers and other travel documents prior to departure. On check out from the hotel please pay only for incidentals.

### CHANGES/CANCELLATIONS

Once your reservations have been confirmed it is imperative that Events in Focus are advised in writing of any changes or cancellations that you may have. We will in turn advise the hotel of these changes.

**Please note that once arrangements have been confirmed and paid for, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation.**

**Please note that these charges have been set by the hotels due to this being a very busy period.**

### INDIVIDUAL ITINERARIES

We are aware that some exhibitors may wish to travel around U.A.E. and, perhaps on to other destinations. Should this be the case, please forward your intended itinerary by email or fax and we would be happy to tailor make and offer the best rate.

### AIRPORT TRANSFERS

Airport transfers can be arranged, providing we have your flight details at least 48 hours prior to arrival. If you do not book your flights with **Events in Focus** and you do require transfers please advise. Taxis are also available at the airport.

### VISAS

**A visa is not required for EU passport holders.** Please ensure however that your passport is valid for at least 6 months from date of departure. **All other nationalities please kindly contact the Embassy / Consulate in your area.**

If you have any queries on any of the above mentioned points then please feel free to contact us.