

Group Code: OSPA
The Society of Publishers in Asia
SOPA Awards Dinner 2013
Rooms available from 03 - 09 June 2013
GRAND HYATT HONG KONG RESERVATION FORM

Please return form to:
 Hyatt Worldwide Reservations Centre – Hong Kong
 Phone: 852 2584 7038 Fax: 852 2824 2077
 E-mail: hongkong.reservations@hyatt.com

BOOKING DETAILS:

Last Name (Mr/Mrs/Miss): _____ First Name: _____
 Arrival Date: _____ Flight: _____ Time: _____
 Departure Date: _____ Flight: _____ Time: _____

GUEST DETAILS:

Title: _____
 Company: _____
 Address: _____
 State/Country: _____
 Email: _____
 Telephone: _____ Gold Passport No: _____

ROOM REQUIREMENT:

No of Rooms required: _____ (maximum 1 room per reservation form)

Room Type:

Grand Room	HK\$2500	<input type="checkbox"/> Single
	HK\$2650	<input type="checkbox"/> Double
Grand Harbour View Room	HK\$2800	<input type="checkbox"/> Single
	HK\$2950	<input type="checkbox"/> Double

Room rates include complimentary wired / wireless broadband access in guest room and Grand Café.

Room rate also inclusive of one (1) or two (2) International Buffet Breakfast, served in Grand Café.

The above rates are based on Hong Kong dollars (HK\$) and are quoted on a per room, per night basis, subject to 10% service charge.

- If the specific room type is full, we will reserve the next category of rooms available.
- Extra bed can be arranged at HK\$400 plus 10% tax & service charge daily.

Preference:

Smoking Non-smoking King Bed Twin Bed
 Remarks: _____

TRANSPORTATION:

Arrival Departure

Limousine Transfer Required:

Limousine transfer is available at HK\$900 per car one way. After completing Customs formalities, please approach the **Hyatt Limousine Desk** (Counter B18) located in front of **Exit B** of the Arrival Hall. Please ensure the most updated flight details is provided. One limousine accommodates 3 guests with light luggage.

RESERVATIONS GUARANTEE:

American Express Diners Club Mastercard JCB Visa

Card Holder: _____ Expiry Date: _____
 Card No: _____ Signature: _____

- Credit Card with expiry date is required at the time of booking. Room reservations without credit card details will not be processed.
- To protect the safety of your credit card information, please fax the below details to 852 2824 2077.

TERMS & CONDITIONS:

- 1) Return this form on or before **Thursday, 30 May 2013**. All bookings are subject to availability.
- 2) Cancellation, amendment, and shortening of stay must be made before **Thursday, 30 May 2013**, otherwise a penalty of one night room charge will be applied to the credit card.
- 3) No-show on the specified date of arrival will be subject to full room charges for entire stay as cancellation fee.
- 4) Check-in time is after 2:00 pm. Check-out time is before 12:00 noon.
- 5) Request for guaranteed early check in must be reserved and paid for the night prior.

Hotel guestroom and ballroom renovation in progress. For details please visit: hongkong.grand.hyatt.com

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at 'privacy.hyatt.com'.