

## HOTEL RESERVATION FORM

**20th ASEAN Ports and Shipping 2022 Exhibition and Conference  
22 Oct 2022 to 30 Oct 2022**

BOOKING DETAILS						
Last name (Mr/Mrs/Miss):		First name:				
Date of birth:		Nationality:				
Arrival date:	Flight number:	Time:				
Departure date:	Flight number:	Time:				
GUEST DETAILS						
Passport number:		Date of issue:				
Title:		Company name:				
Address:						
City/State:		Country:				
Zip/Postal code:		Email:				
Telephone:		Fax:				
IHG One Reward #						
PLEASE RESERVE - Please tick the appropriate boxes for your service						
Room Type		Room rates				
Classic Room		Single	Double	Benefits Included		
		USD126.00nett/room/night	USD137.00nett/room/night	Breakfast(s) & Internet		
Preferences (please tick)	King size bed	Twin bed				
Limousine Service (please tick)	USD81.00nett per car (2 seats or 8 seats) per way					
	USD150.00nett per car (29 seats) per way					
	USD190.00nett per car (bus 45 seats) per way					
Pick up (Please tick)	Yes	No	Number of person			
Drop off (Please tick)	Yes	No	Number of person			
Payment Method:	All charges will be paid by guest own account. Credit card is requested for booking guarantee					
Other Special Request:						
RESERVATIONS GUARANTEE - Credit card with expiry date is required upon making reservation.						
Credit card type	American Express		Diners Club			
	Master Card		Visa			
	JCB					
Credit card No.:	Issued date:	Expiry date:				
Card holder's name:	Card holder's address:					
Card holder's Telephone No.	Card holder's signature					
I hereby authorize InterContinental Saigon to use the above credit card to guarantee for all details of my booking at InterContinental Saigon (Corner Hai Ba Trung & Le Duan Street, District 1, HCMC, Vietnam). For any case of no show or cancellation of this booking, Hotel reserves the right to apply penalty charge as per hotel's policy with the above credit card detail						
TERMS & CONDITIONS						
<b>Check In / Check Out</b>						
- Check-in: check-in is at 1500 hours. Rooms required before 1500 hours on the day of arrival on confirmed basis must be pre-blocked. An additional one (1) night room charge will be levied						
- Check-out: check-out is at 1200 hours. All late check-outs are arranged based on availability and need to be confirmed by contacting the Front Desk directly. The following late check-out charges applies accordingly: + From 1:00 pm to 6.00pm: 50% of one night room rates + From 6.00 pm onwards: 100% of one night room rates						
<b>Reservation</b>						
- All reservations must be made on the official Hotel Reservation Form						
- Full credit card details (number and expiry date) and flight details are required to guarantee your reservation						
<b>Early departure / No show penalty / Booking cancellation penalty</b>						
A penalty charge will be applied to personal accounts of equivalent to total room night charges blocked and confirmed, under the following situations:						
- Bookings made with early departure from the earlier check out date confirmed when making the reservations						
- Bookings made with "no show" at the hotel (Space for subsequent nights will be released for resale at the hotel's discretion)						
<b>Booking cancellation penalty</b>						
- Cancellation before 22 Sep 2022: waive for cancellation						
- From 23 Sep - 10 Oct 2022: 01 night charge is applied						
- From 11 Oct to arrival date: full charge for whole period of stay is applied (Space for subsequent nights will be released for resale at the hotel's discretion)						
<b>Remarks</b>						
- The above rates are quoted in USD and inclusive of 5% service charge and 8% VAT (Exchange rate: 1 USD = VND23,500)						
- The above rates are applied for this event from 22-30 Oct 2022. The rates quoted will be extended for stays three (3) days prior and three (3) days after your primary event dates, subject to room availability.						
- Please be advised that bed type are subject to room availability upon arrival						
Please send the completed form with your signature. Please send directly to the Hotel via <a href="mailto:reservations@icsaigon.com">reservations@icsaigon.com</a> and copy <a href="mailto:resvnm1@icsaigon.com">resvnm1@icsaigon.com</a> & <a href="mailto:tran.kimthuy@ihg.com">tran.kimthuy@ihg.com</a> Tel: 84 28 35209999 (Ext: 4232 - Reservation Department)						