



TAIPEI

ELSA 2013 RESERVATION FORM (2013/11/20~25)

Please type or print in capital letters and fax back to 886-2-2543-1643 before 2013/10/20,

Sales & Marketing Department - Attention:

Ms. Candy Wang (Tel: 886-2-2521-5000#3186 or candy.wang@fihregent.com)

Ms. Jessy Chen (Tel: 886-2-2522-8122 or jessy.chen@fihregent.com)

GUEST NAME	Gender: Mr. / Mrs. / M&M / Ms.
	Last Name: _____
	First Name: _____
COMPANY NAME	_____
CONTACT INFORMATION	Tel: _____ Fax: _____
	Email: _____
ARRIVAL DATE	_____ Flight: _____ ETA: _____
DEPARTURE DATE	_____ Flight: _____ ETA: _____
ROOM TYPE	<input type="checkbox"/> Deluxe King 45 m ² (NT\$6,900+10%+5% including one buffet breakfast) <input type="checkbox"/> Deluxe King 45 m ² (NT\$7,700+10%+5% including two buffet breakfasts) <input type="checkbox"/> Deluxe Twin 45 m ² (NT\$8,200+10%+5% including two buffet breakfasts) *Above rate are inclusive of in-room internet. *Above rate are inclusive of one way morning shuttle from hotel to TICC from Nov.21~24, 2013 08:00~09:00am
AIRPORT PICK-UP	<input type="checkbox"/> Not required <input type="checkbox"/> Yes, NT\$2,600 NET from Taoyuan Int'l Airport to the hotel per car
TRANSPORTATION TO AIRPORT	<input type="checkbox"/> Not required <input type="checkbox"/> Yes, NT\$2,600 NET from Hotel to Taoyuan Int'l Airport per car
CREDIT CARD NO.	_____ Visa _____ Master _____ AE _____ Diners _____ JCB
	No. _____ Expiry _____
	Signature: _____

Remarks: Please must provide your credit card information in completing the reservation process to secure the room.

Hotel Policy:

The reservation guarantee forms need to be submitted by October 20, 2013 after which additional room requests will be subject to availability. The hotel reserves the right to amend the room rate subject to the demand for the dates requested.

1. Each guest will guarantee their individual room and will be responsible for cancellation and no-show penalty.
2. The hotel will require one night room cost prepayment of the room reserved by the guest and this will be charged to the credit card provided. The balance of the room charges will be automatically charged to the credit card provided on the day of check out unless guest prefers to pay in cash or with another credit card.
3. Cancellation, late arrival & early departure causing a reduction of the room blockage for each confirmed room after Nov. 13th, 2013 will be entitled for one night cancellation fee per room per night.
4. In case of a No-show for any arriving flight transportation arrangements before 06:00 or after 22:00, No-show charge of NT\$2,600 net will be incurred to your room account or credit card. (Vehicle Type: Mercedes S350/ BMW 7 series)
5. Check in time is 3:00 p.m. and check out time is 12:00 a.m.