**HOTEL BOOKING FORM**

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| \*Title: | □ Mr. □ Ms. □ Mrs. Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Company Name: |  |
| \*Guest Name: | First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Name of Hotel:(Please refer to the list of event partner hotels) |  |
| \*Room Type: |  |
| \*Daily Room Rate (RMB): |  |
| \*Breakfast: | □ One □ Two |
| \*Check-in Time & Date: |  |
| \*Check-out Time & Date: |  |
| Special Requirements: |  |
| Additional Services(Extra charge will occur) | □ Team meeting room □ Team catering dinner□ Team pickup/drop off □ Team car rental, etc |
| \*Type of Credit Card: | □ Visa □ Master □ Amex □ JCB Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Credit Card Number: |  |
| \*Expiry Date: |  |

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| **Please send this form to**:**CTG MICE Service Company Limited**Contact Person: Loki ZhangTel: (86) 10 8526 5308/13426395678Email: zhe.zhang@ctg.cn**PLEASE MAKE A COPY FOR YOUR RECORD** | \***Contact Person:**  |
| \***Title:**  |
| \***Email:** |
| \***Mobile:** Country Code – Tel No. |
| \***Company:** |
| **\*Address:** |
| \***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_** |

**Remarks:**

* Please read the hotel information carefully when filling in this reservation form.
* Asterisk \* indicates mandatory fields.
* Upon receiving your booking information, the customer service personnel will contact you within 48 hours. If you do not get contacted by the customer service, please call Loki Zhang by +86 134 2639 5678 in a timely manner to avoid missing your reservation.
* Should you need assistance from the event organizer, please contact:

Ms. Penny Pei

Email: penny.pei@rxglobal.com

Tel: 010-5933 9392