**HOTEL RESERVATION FORM**

（Please provide the following information, send it [to wangzh@chgie.com](mailto:to%20wangzh@chgie.com)）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name |  | | | | |
| Visit（yes/no） |  | | | | |
| Exhibitors（yes/no） |  | | | | |
| BOOTH NO. |  | | | | |
| TEL |  | | | | |
| E-MAIL |  | | | | |
| [Reservation](http://www.jukuu.com/show-Reservation-0.html) [Staff](http://www.jukuu.com/show-Staff-0.html) |  | | | | |
| Hotel Name |  | | | | |
| **Card type**  such as VISA, MASTER, DINERS, JCB, AMEX |  | | | | |
| Card Number |  | | | | |
| Expiry date |  | | | | |
| Card holder |  | | | | |
|  |  | | | | |
| Guest Name | Check In Date  (year\month\day) | Check Out Date  (year\month\day) | Room Type | Quantity | Remarks  (Other requirements) |
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Note:

1. Please send your Reservation Form to the organizer.

2. Hotel needs your credit card information for your reservation, otherwise the reservation will not be guaranteed.

3. It will be confirmed in written form after the hotel receives credit card authorization.

4. After the deadline, hotel reservation will be according to the actual hotel occupancy rate.

5. Once the reservation was confirmed, cancellation should tell us before the deadline immediately. After the deadline, cancellation or on day “No show” will be charged 100% room rate of whole, according to the hotel regulations. Only INTERCONTINENTAL SHANGHAI NECC cannot cancel confirmation.

6. To INTERCONTINENTAL SHANGHAI NECC, you should fill in the credit card Authorization form and provide both the front and black side of your credit card.   Like the following

