

Hotel Reservation Form
CIE 2018, CIE Topical Conference – Smart Lighting
April 24th to April 28th, 2018

Attention: Howard Plaza Hotel Taipei –Sales Dept. Ms. Charity Kao

Tel: 886-2-2326-7527 Fax: 886-2-2708-2376

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New Booking Amendment Cancellation

Date : / /

A. Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation: Mr. Mrs. Ms. Dr. Prof.

Surname: _____ First Name: _____

Company Name: _____ Nationality: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Arrival Date (mm/dd): _____ Flight No : _____ Arrival Time: _____

Departure Date (mm/dd): _____ Flight No : _____ Departure Time: _____

B. Room Type

<input type="checkbox"/> Standard Single (one queen size bed)	NT\$ 4,300+10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Superior King (one king size bed)	NT\$ 4,600+10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Superior Twin (two single size bed)	NT\$ 5,000+10% (with TWO daily buffet breakfast)
<input type="checkbox"/> Deluxe Single (one queen size bed)	NT\$ 4,900+10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Deluxe Twin (two queen size bed)	NT\$ 5,800+10% (with TWO daily buffet breakfast)
<input type="checkbox"/> Rosewood Club Junior Suite (one king size bed)	NT\$ 6,600+10% (with ONE daily buffet breakfast & Executive Floor Treatment)
<input type="checkbox"/> Rosewood Club Deluxe Suite (one king size bed)	NT\$ 6,900+10% (with ONE daily buffet breakfast & Executive Floor Treatment)
Comments	

- Official check-in time is 15:00 p.m. and check-out time is 12:00 p.m. If Check-in prior to 12:00 p.m. is required. An additional one night room charge will be applied.
- The above rates are inclusive of complimentary benefits as follows :
In room internet access, hotel compliments per stay, daily newspaper, one welcome drink per stay, daily two bottle of mineral water, access to the health club at 4th floor.
- Extra bed (without breakfast): NT\$1500+10%/ per extra bed/ per night. Extra Buffet Breakfast: NT\$400+10%/per person.
- Extra bed is not NOT APPLICABLE for **Standard Single & Superior King**.
- Rosewood Executive Floor Treatment inclusive: Priority luggage handling by Concierge, Complimentary Buffet Breakfast served at The Rosewood Restaurant on the 4th floor (07:00 – 10:00 AM), Complimentary Happy Hour at Rosewood Lounge (17:30 – 20:00), Complimentary 4 bottles of mineral water daily, Free usage of Internet at Rosewood Lounge, Free 2 hours usage of Lounge Conference Room per day during the stay, Free rental of fax machine in room (on request), Free in-room Broadband Internet access, Free City call, Free laundry and pressing of one business attire per stay, Free shoeshine service, Late check out to 15:00 subject to availability & Free Minibar.
- The Hotel will send a written confirmation upon receipt of the completed form.
- Rooms are available on a first-come, first served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.

D. Airport Transportation (Tao Yuan International Airport < - > Hotel)

- Limousine : NT\$1,995 per car per trip for a maximum of 2 passengers with one luggage each; the number of persons: _____
- Private seven-seated van: NT\$2,500 per car per trip for a maximum of 5 passengers with one luggage each; the number of persons: _____
- Guest Own Arrangement

*Airport pick-up service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

E. Guarantee Information

Credit Card: Master Card Visa JCB AE Diners

Card No: _____

Expiry Date: ____/____ (MM/YY)

Card Holder Name (printed): _____

Security Code:

Authorized Signature: _____

Date: _____

- No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.
- Above listed rates are only applicable from **April 22 to April 30, 2018.**
- Please fill this form out, fax or email back to us to make accommodation reservation. Kindly, return it by **April 16, 2018** to receive this special accommodation offer. The Howard Plaza Hotel Taipei will send a written confirmation upon receiving of this form. We look forward to serving you and please do not hesitate to contact us if you inquire further assistance.