

Please send this reservation form to:
 Ms Grace Hung
 Tel: (852) 2822-8877
 Fax (852) 2845-0818
 E-mail: grace_hung@conrad.com.hk



RESERVATION FORM

Institute of International Education

US Higher Education Fair on 20 September 2009

Last Name		Given Name			Title	
Hilton HHonors#		Frequent Flyer Program:				
		Frequent Flyer Number:				
Job Title/Dept.						
Company						
Country						
Contact details		Tel No.		Fax No.		
Email address:						
Arrival Date	Flight No.	Time	Departure Date	Flight No.	Time	
<i>Airport Transfers (If airport transfer is required.)</i>						
Hotel limousine airport transfer is charged at HK\$830 per car per way.						
Arrival (Y/N)		Departure (Y/N)				
- Airport pick up service: After passing through immigration, please collect your bags and clear customs at Exit B. Our airport representatives will be on duty in the Meeters and Greeters Hall at counter B 03 and will assist you to your transport arrangements.						
* A no-show or cancellation charge will apply for changes made within 12 hours prior to arrival.						
Accommodation: (Room is normally available after 2:00pm for check-in and check-out time is 12:00 noon.)						
One (1) Superior Room at HK\$2,250 *						
* The above rate is subject to 10% service charge per room per night						
* Rate is inclusive of a daily American buffet breakfast in Garden Café.						
Please complete and return this reservation form directly to the hotel on or before 1 September 2009. Reservation received after 1 September 2009 will be subject to rate and availability.						
Smoking / Non-Smoking		King-bed / Twin-bed				
Credit card details to guarantee the reservation [#]		Type of Credit Card:				
Signature:		Credit Card #				
		Expiry Date (MM/YY):				
#Please note that one-night room charge will be levied to any no show on expected arrival day or if cancellation is made less than 48 hours prior to arrival date						

As Hilton HHonors members, you are entitled to earn both hotel points and airline miles. To enroll, please visit www.hiltonhhonors.com.

For hotel use only

Confirmation Number: _____ Confirmed by: _____

Comments: _____ Date: _____