

HOTEL RESERVATION FORM

“ACEM 2018”

Meeting Period: 26th, August ~ 1st, September, 2018

◆ Please complete this form and return it directly by fax or email it to us **no later than 10th Aug, 2018 (Deadline)** to ensure room availability and special discount. If there's any change regarding with the reservation, please contact us through the following number or email.

Reservation Dept. : Phone: +82 32 726 2001 / Fax: +82 32 726 2002

Email : reservations.incheon@oakwoodpremier.co.kr

Arrival Date:	Departure Date:
Booker Name:	Participant Name(Mr./Ms.):
Arrival Flight No./Time :	Departure Flight No. / Time :
Company Name:	Email:
Phone No.:	Fax No.:

◆ **Please check your choice of accommodations:**

(Unit: Korean Won)

Room Type and size	Rack Rate (Room Only)	Special offered Room Rate (Room Only)	Remark
Studio <i>40~55sq.m</i>	350,000	<input type="checkbox"/> 157,300	* Complimentary use of high speed internet in room *Breakfast (Not included) 27,000 KRW/Per person
1 Bedroom Superior <i>67~75sq.m</i>	450,000	<input type="checkbox"/> 193,600	
2 Bedroom Superior <i>101~112sq.m</i>	540,000	<input type="checkbox"/> 338,800	

*** All rates include 10% service charge and 10% Government tax.**

* Breakfast: **Special discount at KRW 27,000 per person** (from a regular price of KRW 35,000 per person) if it is included in the room rate.

* If you make pre-reservation for breakfast, you will have to pay KRW 27,000 per person (breakfast included in room rate). If you have breakfast on-site without pre-reservation, you will have to pay KRW 29,000 (breakfast **NOT** included in room rate)

We recommend you to make a reservation for breakfast in advance.

◆ A credit card number is required to guarantee your reservation.

Card: <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> JCB	4 digit # for AMEX: _ _ _ _
Card Number:	Expire Date:

Check-in and Check-out Policy / Cancellation and No-Show Policy

- Check-in time after 15:00 and Check-out time before 11:00.
- Cancellation can be made from 6:00PM, 3 days prior to your arrival date, with one-night penalty charge
 - * The hotel will consider a reservation cancelled, when the guest who has made a reservation for over one day has not checked-in on the first day of reservation

We are pleased that you have selected Oakwood Premier Incheon and look forward to welcoming you and your guests soon.

Sincerely yours,

◆ Please indicate special requests and comments; (If you need breakfast, please mentioned it below.)

Date: _____ Signature: _____