

HILTON TOKYO
Coaltrans Japan 2016
Hotel Reservation Form

Coaltrans Conferences has arranged special discounted room rates at JPY 32,617 / 36,004 nett (Hilton Single / Double & Twin) per room per night inclusive of daily Buffet Breakfast (subject to room & rates availability) for delegates at Hilton Tokyo. Please reserve your room with Hotel directly **before Friday, 26th August 2016**, by providing credit card number & expiry date to Ayaka Shirata at Ayaka.shirata@hilton.com:

Please complete and return this form in the following:

Ayaka Shirata – Sales Executive

Email: Ayaka.Shirata@hilton.com

*As soon as I receive your application form, I will send you a room confirmation. Your booking will not complete and room will not be secured until confirmation number is issued. Please make sure you receive the confirmation letter from the hotel and kindly contact the hotel if you do not receive it within 1 week of your request.

Please type or print in block letters, and check below:

Name: Prof. Dr. Mr. Ms.

Family Name _____ Given Name _____

Address _____

Postal Code _____ Country _____

Phone _____ Email _____

* Please note that checking-in time is from 14:00 and checking-out time is by 11:00.

<Hotel Accommodations Information>

Arrival Date: _____ Departure Date: _____

Flight Schedule: arriving at _____ (airport) on _____ (date)by _____ (flight#)

(Please circle one of them): Single use or Double/Twin use

Room Type: Deluxe Room (Single/Double use)

Room Rate: Single use JPY32,617 / Double/Twin use JPY36,004

*Above rate is inclusive of breakfast, in room internet, service charge and taxes.

*Bed type will be either Twin, Queen or King bed and it will be confirmed as availability basis upon arrival.

*Self - payment upon departure.

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< Hotel Cancellation Policy >

The reservation can only be confirmed with a credit card number + expiry date. All cancellation should be cancelled on writing.

- The indemnity will not be incurred if the cancellations are received 21 days prior to the date of arrival.
- Any cancellations received between 20 and 3 days prior to the date of arrival, will incur an indemnity equal to 1 night's accommodation, included, in this case, any taxes and/or expenses that they could have earned, and it will be imputed as cost of opportunity.
- Any cancellation received between 2 days prior to arrival and the arrival date (as well as no-shows or early departure) will incur cancellation charges equal to the entire stay, included, in this case, any taxes and/or expenses that they could have earned, and it will be imputed as cost of opportunity.

<Credit Card Information for Guarantee>

(Please circle one of them) Visa Master Amex Diners Club

Card# _____ - _____ - _____

Name of card holder: _____ Expiration date: _____ / _____

Authorized signature: _____

Today's date: _____ Signature _____

(This application will become valid upon receipt of confirmation from the Hilton Hotel Tokyo)

Hilton Tokyo

6-2 Nishi-Shinjuku 6-chome, Shinjuku-Ku, Japan 160-0023