

HOTEL BOOKING FORM

CITEM.303.FR.003
REV 2

TITLE OF EVENT		EDITION / YEAR
<input type="checkbox"/> Manila FAME	<input type="checkbox"/> IFEX Philippines	_____

GUEST PROFILE			
TITLE	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.
FIRST NAME			
LAST NAME			
COMPANY NAME			
COUNTRY		NATIONALITY	
EMAIL ADDRESS			

PASSPORT DETAILS			
PASSPORT NUMBER		PLACE OF ISSUE	
DATE OF ISSUE (MM/DD/YY)		DATE OF EXPIRY (MM/DD/YY)	

ACCOMMODATION PREFERENCES			
ROOM TYPE	<input type="checkbox"/> Single	<input type="checkbox"/> Twin / Double	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking
CHECK-IN			NO. OF PERSONS
CHECK-OUT			AIRPORT TRANSFER REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No
PLEASE INDICATE SPECIAL / SPECIFIC REQUIREMENTS, IF ANY:			

FLIGHT DETAILS (ARRIVAL)				
DATE & TIME		FLIGHT NUMBER		TERMINAL
FLIGHT DETAILS (DEPARTURE)				
DATE & TIME		FLIGHT NUMBER		TERMINAL

RESERVATION GUARANTEE*			
CARD NAME		CARD NUMBER	
TYPE OF CARD		DATE OF EXPIRY (MM/YY)	

*Your credit card details shall be used to guarantee your hotel reservation and for hotel incidentals.

FOR CITEM SECRETARIAT USE ONLY			
TYPE OF BUYER			
MARKETING OFFICER		DATE OF RECEIPT	
REMARKS			
HOTEL			
APPROVED BY			

Terms and Conditions:

- **ONLY COMPLETE FORMS WILL BE PROCESSED.**
- All Hotel Booking Forms submitted beyond the set deadline by the CITEM Secretariat shall be subject to hotel room availability.
- Cancellations five (5) days prior to arrival shall incur one (1) night hotel charge.
- Email the completed Hotel Reservation Form to your respective Marketing Officer with subject line: **HOTEL BOOKING FORM (COMPANY NAME)**, or fax to (632) 834.0177 / 832.3965.
- Extension of room night(s) shall be on pax account.
- All the details provided in this form is subject to CITEM's privacy policy.
- The hotel shall send your hotel booking confirmation and other details of your accommodation.