



RESERVATION FORM FOR ACCOMMODATION

Electric & Power Vietnam/Industrial Automation: Sep 14-16, 2016

Guest name:

Email: Tel:

Single room Double room Others

Smoking Non smoking

Arrival (Date/Time) Flight No:

Departure (Date/Time) Flight No:

Room rate:

Room type	Single	Double/twin
Superior	USD85++ (or VND1,955,000++)	USD95++ (or VND2,185,000++)
Executive	USD108++ (or VND2,484,000++)	USD138++ (or VND3,174,000++)

Rate is inclusive of:

- ❖ Daily buffet breakfast at the Square restaurant
- ❖ Free wireless and cable internet
- ❖ 24 hour free access to fitness center
- ❖ Sauna and swimming pool (open from 6AM to 10PM)
- ❖ Complimentary in-house Tea/Coffee making facilities
- ❖ Complimentary 02 bottles of mineral water daily
- ❖ LED TV with international cable channels
- ❖ In – room safe, minibar, IDD telephone line with message alert
- ❖ Bathroom with transitional glass, hairdryer.

*Additional benefits for Executive room:

- Espresso machine
- Free local phone calls
- MP3 Docking station
- Iron and iron board
- Exclusive access to Premier Lounge – 19th floor
- Express Check In/ Check out services
- Evening snacks, finger food, and drinks
- Tea, coffee, refreshment throughout the day
- Complimentary usage of meeting room at the Premier Lounge
- Business services including facsimile, photocopy, and airline ticket services
- Free access to computer workstations
- Complimentary 02 pieces of laundry per room per day

Confirmation:

- This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel's acknowledgement.

Important Notes:

- The above rates are exclusive of 5% service charge and 10% VAT
- Check in time is 2PM, Check out time is 12.00 noon. Any requests for early check in or late check-out are subject to availability. Surcharge for early check-in and late check-out would be applied.
- Should you wish to cancel booking, please advise us 24hrs prior to the arrival date. Otherwise, one night charge of the stay will be applied for cancellation charge or no show.

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- The cancellation fee will be automatically charged on the credit card provided and will be considered as a penalty fee and the hotel has the right to release the rooms for other guests.
- Cancellation and/or revisions will not be accepted by telephone.

Airport pick up/transfer:

Route	7 seats - Toyota	16 seats - Toyota
Pick up: () YES () NO	799,000++/ car/ way	1,049,000++/ car/ way
Drop off: () YES () NO	799,000++/ car/ way	1,049,000++/ car/ way

I hereby agree to guarantee the booking as above mentioned by my credit card.
 Type of credit card: Credit Card Number:
 CCV number: Expire date:.....

.....
 Cardholder's Signature
 Date:

.....
 Confirmed by the hotel
 Novotel Saigon Centre

Please complete and return this form by Email or Fax
Novotel Saigon Centre - Reservation: H7965-RE@accor.com Tel: 84-8-3822 4866 ext 1353/ 1354/ 1355