


iptvworldforumasia

ACCOMMODATION

<p>The Pan Pacific Hotel Category: 5star</p> 	<p>Room Facilities:</p> <p>Hotel Facilities:</p> <p>Location:</p> <p>Rates:</p>	<p>Air Conditioned with climate control private bath (bathrobe, hair dryer), Cable TV VCR radio, direct dial telephone, Mini bar Safe, Iron and Ironing board, Internet access</p> <p>Lounge, 2 ballrooms, business services, 2 tennis courts, Health club, outdoor pool, concierge, beauty salon, shops, Room service and 7 restaurants.</p> <p>Situated downtown, within walking distance from Esplanade-Theatre on the bay, 5 minutes from train station and 26km from Changi Intl airport</p> <p>Deluxe Room: SGD352.00/ USD236.00/ GBP 122.00 Executive Deluxe Room: SGD483.00/ USD324.00/ GBP 167.00 Rates are per room per night and include tax / service</p>
<p>Conrad Hotel, Singapore Category: 5star</p> 	<p>Room Facilities:</p> <p>Hotel Facilities:</p> <p>Location:</p> <p>Rates:</p>	<p>Air Conditioned room with a private bathroom (hair dryer), Satellite/Cable TV, Internet connection, full line of toiletries, 24 hour room service, tea and coffee making facilities and a large working desk with space for personal computer</p> <p>Centennial spa which has a range of beauty treatments and body massages, outdoor swimming pool and full comprehensive business centre. Golf, tennis& squash are within a short distance from the hotel.</p> <p>Located in the Marina Bay precinct with all of downtown with easy reach. Adjacent to Suntec Singapore International Convention & Exhibition Centre and close proximity to central business and financial districts, museums, exciting attractions as well as the Mass Rapid Transit (MRT)</p> <p>Single Classic Room: SGD362.00/ USD243.00/ GBP 125.00 Double Classic Room: SGD424.00/ USD285.00/ GBP 147.00 Rates are per room per night and include tax / service</p>
<p>Mandarin Oriental, Singapore Category: 5star</p> 	<p>Room Facilities:</p> <p>Hotel Facilities:</p> <p>Location:</p> <p>Rates:</p>	<p>Air Conditioned room with a private bathroom and separate glass enclosed shower (Bathrobe, slippers and hair dryer), Satellite/Cable TV, Dual line telephone with conference capabilities, Mini bar, Internet access</p> <p>6 Restaurants and Bars, Meeting facilities, fitness studio, Tennis, Golf, Arts gallery, Pool, Spa treatments and Spa boutique.</p> <p>Situated downtown, within walking distance from Esplanade-Theatre on the bay, 5 minutes from train station and 26km from Changi Intl airport. Across the road from the Pan Pacific Hotel.</p> <p>Deluxe Room: SGD457.00/ USD307.00/ GBP 159.00 Rates are per room per night and include tax / service</p>

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BOOKING CONDITIONS

RESERVATIONS

For reservations please complete the attached booking form and return to us as soon as you know your requirements. **Please note that reservations cannot be held without payment details so please ensure you complete the relevant section on the booking form.**

Hotel reservations will be held on option and will only be guaranteed upon payment of the following:

Booked more than 6 weeks prior to arrival: 50% for each room held. Balance to be paid 1 month prior to arrival

Booked less than 6 weeks prior to arrival: 100% for each room held

All bookings are fully prepaid to Travel Focus. Travel Focus reserves the right to cancel any reservations due to non payment of said invoice.

PAYMENT

All services are pre-paid by **Events in Focus**. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. Confirmation of payment will be forwarded to you along with hotel vouchers and other travel documents prior to departure. On check out from the hotel please pay only for incidentals.

CHANGES/CANCELLATIONS

Once your reservations have been confirmed it is imperative that Events in Focus are advised in writing of any changes or cancellations that you may have. We will in turn advise the hotel of these changes.

Please note that once arrangements have been confirmed and paid for, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation.

Please note that these charges have been set by the hotels due to this being a very busy period.

INDIVIDUAL ITINERARIES

We are aware that some exhibitors may wish to travel around Brussels and perhaps on to other destinations. Should this be the case, please forward your intended itinerary by fax and we would be happy to quote.

AIRPORT TRANSFERS

Airport transfers can be arranged, providing we have your flight details at least 48 hours prior to arrival. If you do not book your flights with Travel Focus and you do require transfers please advise. Taxis are also available at the airport.

VISAS

A visa is not required for EU passport holders. Please ensure however that your passport is valid for at least 6 months from date of departure. All other nationalities please kindly contact the Embassy / Consulate in your area.

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IPTV World Forum Asia / Singapore / 05 – 07 DECEMBER 2007

Please fax this form for the attention of Natasha Swift on
 Fax No. +44 (0) 207 633 9427 or email: ns@eventsinfocus.net

Alternatively please contact Randy Wright on e-mail:
rwright@eventsinfocus.net

Surname (block capitals)	First Name(s)	Title (Mr/Mrs)	Nationality on Passport
1			
2			
3			

REQUIREMENTS

Hotel Accommodation:

Hotel Name:.....Room Type:.....No. of Rooms:.....

Arrival Date:.....Departure Date:.....No. of Nights.....

We hereby agree to the above Booking Conditions:-

Company Name:

Address:

.....

Contact Name: Signature: Date:

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

(This section must be completed in order to validate your booking request).

- 1) We will be paying by company cheque: (for UK based companies only)
- 2) We will be paying by bank transfer: (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: (Please complete your card details below)

Credit Card No:
(Sorry we can not accept AMEX)

Expiry Date: **Name of Cardholder:**

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CONCIERGE SERVICES

Why not try our on-site concierge services?

Our services provide clients with a priceless commodity - more time.
We offer a host of services, from planning special events & meetings to making dinner & theatre reservations.

Let us help you with:

- Meeting rooms
- Cocktail receptions
- Dinner reservations
- Site seeing tours / Spouse Tours
- Yacht chartering
- Transportation, including people carriers and chauffeur driven cars
- Hostesses / Translators
- Stand catering

We will be onsite to ensure the smooth running of all your arrangements.
Contact us for more information.

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TERMS AND CONDITIONS

In these conditions "the company" shall mean Travel Focus Limited and where the context permits, shall include its servants or agents. "The passenger" shall mean the person in whose name the booking is made and accepted and shall include those persons or person on whose behalf the same is made and accepted. The singular shall include the plural and vice versa.

The company will not exclude liability which may arise from proven negligence by any person employed directly by us but we cannot accept liability on behalf of any persons not employed directly by Travel Focus Limited over whom we have no control, nor the loss or expense due to delay; sickness; weather; strikes; war; quarantine or any other factor caused by force majeure.

We do however take all practical precautions to ensure that such transport companies, hotels and other service companies maintain high standards and that they conform with the appropriate laws of the country in which they are operating. All travel and other arrangements are subject to the conditions of business of the person, firm or company providing such arrangements. Copies of such conditions are made available upon request.

1. All information contained in the proposal is to the best knowledge of the company correct at the time of publication of this proposal and is offered in all good faith. If, however, the Company should be informed of any variation to the published programme prior to departure date from the United Kingdom, it undertakes to inform the passenger at the earliest opportunity.
2. All prices quoted are based on tariffs and exchange rates currently in force and are subject to adjustments without prior notice dependent upon any increase in basic tariffs and/or exchange fluctuations notwithstanding such increase may arise after booking settlement of the original account. However, the Company will undertake not to make an additional charge to passenger as a result of a variation in the rates of exchange relating to the ground arrangements less than 30 clear days before the date of commencement of such passenger's tour or other travel arrangements except that in the case of bookings made up to and including the date on which the final payment is due. In return for this guarantee no refund will be granted if the £ Sterling improves in value against foreign currencies prior to departure. All deposits must be paid at the time of booking and all accounts rendered must be fully paid not later than seven weeks before the commencement of this tour. All cheques and postal orders should be crossed "Account Payee" and made payable to the Company.
3. The operation of many of these departures is based on "group air fares" which necessitate a minimum number of passengers. If this minimum is not reached or insufficient sales render the operation of the arrangements uneconomical, the Company reserves the right to (a) cancel the tour, when an alternative departure date will be suggested: (b) operate the tour at the applicable or supplementary tour fare subject to your agreement. Similarly the right is reserved to cancel or amend an itinerary in the event of circumstances beyond the Company's control or force majeure. In the event of cancellation being necessary the Company undertakes to do so prior to the date on which the balance becomes due and to refund in full all monies paid, including deposit, following which there will be no further claim against the Company. Where practical at the time of cancellation, the Company undertakes to offer an alternative arrangement which may be accepted or refused at your discretion.
4. The Company reserves the right to modify any tour, route timetable or excursion as in its absolute discretion it considers desirable and in the interest and/or well being of the passenger. In such event the company undertakes to inform the client at the earliest convenience and shall give the client the choice of either accepting the alteration is due to circumstances outside the Company's control.
5. The full balance owing against any travel arrangements, made by the Company, must be received by the Company BEFORE any travel documentation is despatched by the Company to the passenger.
6. All baggage, including personal articles, is at all times and in all circumstances at "owners risk" except when caused by the Company's proven negligence.
7. No booking received by the Company from the passenger will be considered firm until a signed booking form and the required deposit have been received by the Company.

N.B. Air Travel Organiser's Licence Number 4208

Travel Focus Limited
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