



WORLD RETAIL CONGRESS

PLEASE RETURN THE COMPLETED AND SIGNED FORM TO:

C.E.S. Congress & Event GmbH – WRC 2011
Kurfürstendamm 125a; D – 10711 Berlin
Tel.: 0049-30-89043660 Fax: 0049-30-89043670
Email: wrc@ces-dmc.com
<http://www.worldretailcongress.ces-dmc.com>

HOTEL BOOKING FORM

CONTACT DETAILS (please complete in CAPITAL letters)

Company name:		
Address:		
Postal Code:	City:	Country:
Main contact (first name, surname):		
E-mail (main contact):		
Phone:	Mobile:	Fax:

HOTEL PREFERENCE

Please select your chosen hotel. For more information about the hotels, please visit <http://www.worldretailcongress.ces-dmc.com>.

Hotel InterContinental Berlin***** Address: Budapester Str. 2, 10787 Berlin (Germany)	
Superior – 30m ² (SGL 180,00 € / DBL 200,00 € excl. breakfast)	<input type="checkbox"/>
Deluxe – 42m ² (SGL 206,00 € / DBL 226,00 € excl. breakfast)	<input type="checkbox"/>
Junior Suite – 47m ² (SGL 236,00 € / DBL 256,00 € excl. breakfast)	<input type="checkbox"/>
Superior Club Floor – 30m ² (SGL 252,00 € / DBL 270,00 € incl. breakfast)	<input type="checkbox"/>

BOOKING DETAILS

Number of rooms needed: _____

Should you not have the name(s) of your delegate(s) yet, please tick the box: Pre-booking

Name (first name, surname)	Dates		Room Category	Room Type*	Accompanying person (in case of Double or Twin)	Smoking
	Arrival	Departure				
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Twin		<input type="checkbox"/> Yes <input type="checkbox"/> No

- *Single: one large bed for single occupancy
- *Double: one large bed for double occupancy
- *Twin: two separated beds for double occupancy

HOTEL BOOKING POLICY AND DEADLINES

Guaranteed booking: We will not charge your credit card, as you will pay the hotel directly for your stay. Hotels require credit card details in order to guarantee your reservation. As such, we will send your credit card information directly to the hotel at which your booking is made and we may verify (i.e. pre-authorize) your credit card as well. Payment is not made until departure from the hotel.

Minimum stay: Please remember that you will be committed to a **minimum stay of 2 nights** per reserved room (exceptionally, a few hotels may require a 1 night minimum stay).

Changes and cancellations must be communicated to C.E.S. Congress & Event GmbH in writing via email at the following address: wrc@ces-dmc.com or by fax on +49 30 89 04 36 70. Please refer to your reservation number when communicating changes and cancellations. Cancellations will be confirmed in 24 hours. Penalties may apply. Telephone cancellations are not accepted as valid. For extra nights asked after the first reservation, C.E.S. Congress & Event GmbH will do its best to satisfy the request, however availability in the same hotel originally reserved cannot be ensured.

In the event of modifications to your reservation (including early departure), your chosen hotel has the right to invoice you for the original number of nights reserved and original room occupancy selected, even if your reservation still exceeds the minimum stay duration. Guest name changes are without restriction.

If you have to cancel your hotel room on short notice, please note that the following cancellation policy has been set by the hotels:

There will be no cancellation fee for cancellations until 7 days prior to arrival. For all cancellations after this point a cancellation fee of 1 night will be charged to your credit card. For no shows a cancellation fee of the total amount will be charged to your credit card.

I hereby confirm that I have well read and approved the Hotel Booking Policy above:

Name of responsible: _____ Signature (compulsory): _____

CREDIT CARD DETAILS

Guaranteed reservation (*The hotel requires your credit card details to secure your reservation.)

Credit card type: American Express Eurocard / MasterCard Visa

Credit Card No: ____/____/____/____ Expiry Date (MM/YY): __/__

Security Code: ____ (security code number – 3 last digits on the back of the card; for American Express 4 digits on the front of the card)

I hereby authorize C.E.S. Congress & Event GmbH to charge the indicated credit card in case of no-show or late cancellation:

Name of cardholder: _____ Signature (compulsory): _____