



### HOW TO BOOK YOUR HOTEL

I - Fill the form in all its parts, specifying personal data, number of rooms and type requested, indicating the requested hotel (also permitted *multiple choices, with order of preference*). You will receive a confirmation voucher with the address of the hotel booked.

<b>First and Last Name</b>		
<b>Address</b>	<b>City / Country</b>	
<b>Telephone</b>	<b>Mobile phone</b>	
<b>E-mail address</b>		
<b>Place &amp; Date of Birth</b>		
<b>Arrival Date</b>	...../...../.....	<b>Nights:</b>  <b>N° .....</b>
<b>Departure Date</b>	...../...../.....	
<b>Hotel Chosen:</b> (please see attached list)	<b>Number / Type of rooms requested :</b>	
<b>1<sup>st</sup> choice</b> .....	<b>N° .....</b> SINGLE ROOM	
<b>2<sup>nd</sup> choice</b> .....	<b>N° .....</b> DOUBLE ROOM FOR SINGLE USE	
<b>3<sup>rd</sup> choice</b> .....	<b>N° .....</b> TWIN ROOM ( 2 BEDS)	
<b>3<sup>rd</sup> choice</b> .....	<b>N° .....</b> DOUBLE ROOM ( 1 BED)	
The reservation is SUBJECT TO AVAILABILITY at your chosen hotel. The booking will be confirmed in the hotels indicated in the order of priority given. In case of non-availability of all hotels listed in preference, a similiar hotel /category/and rate will be confirmed.		
CANCELLATION POLICY: Please review the cancellation policy printed on your hotel voucher. <i>Any penalties will be charged to your credit card given as a guarantee.</i>		

#### CREDIT CARD GUARANTEE :

no reservation will be confirmed without a credit card guarantee . In case of no-show the hotel will charge one night penalty upon your credit card. Payment will be settled directly in hotel, upon check-out.

<b>AmEx</b> <input type="checkbox"/>	<b>Eurocard</b> <input type="checkbox"/>	<b>Diners</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>	<b>Master</b> <input type="checkbox"/>
<b>N°</b> .....			<b>Expire Date (mm/yy)</b> -...../.....	
<b>Name on credit card:</b> .....			<b>Signature</b> - .....	

**Complete and Send to:**

<b>Centro Congressi Internazionale srl</b> Fax +39 011.2446950-E-mail: elena.macri@congressiefiere.com
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I authorize you to process my personal data, pursuant to Legislative Decree no. 196/03 (FOR ITALIAN GUESTS ONLY)	Signature .....
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