

Reservation Form

for the contingent
under the keyword „IB – DP Workshop 2011“

Radisson Blu Hotel, Zurich Airport

Postfach 295

8058 Zürich-Flughafen, Switzerland

Tel: +41 44 800 40 40

Fax: +41 44 800 40 50

info.zurich@radissonblu.com

(Kindly complete and return to: reservations.zurich@radissonblu.com or fax +41 44 800 43 50)

Guest details	
Last name:	First name:
Address:	
City / ZIP:	Country:
Telephone:	Fax:

Room reservation			
Room type:	1 Person	2 Persons	
Standard rooms	<input type="checkbox"/> CHF 210.00 per room / night	<input type="checkbox"/> CHF 250.00 per room / night	
Smoking	<input type="checkbox"/>	1 King-size bed	<input type="checkbox"/>
Non smoking	<input type="checkbox"/>	2 Twin beds	<input type="checkbox"/>
<u>Arrival date and time:</u>		<u>Departure date and time:</u>	
Rate information: The above mentioned rates include 4.00% VAT and service charge as well as the free use of our fitness facilities. The city tax will be charged with CHF 2.50 per person and day. Our Super Buffet Breakfast in our restaurant is included in the above mentioned rate.			
Arrival / Departure: Kindly be informed that our rooms are available from 2 p.m. on the day of arrival and can be used until noon on the day of departure.			
Cancellation Terms: In order to avoid any charges relating to this booking, we would respectfully ask you to advise us of any amendments or cancellation no later than 7 days prior to the day of arrival otherwise a charge of 100% for the whole stay will apply.			

Payment details	
Credit card type:	
<input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DINERS <input type="checkbox"/> JCB	
<u>Credit card number:</u>	<u>Expiry date:</u>
<u>Name of Credit Card holder</u>	<u>Date and Signature of Credit Card holder:</u>
Given Credit Card <input type="checkbox"/> guarantee only <input type="checkbox"/> direct charge, please read and complete page 2	

Direct charge to credit card

Approved Charges

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> All Charges | <input type="checkbox"/> Room, Breakfast, VAT & City Tax (CHF 2.50) | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Room Service | <input type="checkbox"/> Valet (Laundry) | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Movies | <input type="checkbox"/> Other: | <input type="checkbox"/> Meeting Facilities |

I certify that all information is completed and accurate. I hereby authorize the Radisson Blu, Zurich Airport to collect payment for all charges as indicated in the Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed CHF _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the above listed credit card.

Cardholder name: (printed) _____

Cardholder signature: _____ Date: _____

Privacy: We respect the privacy of all personal information that you provide to us. The information you provide on this form will be used only to allow us to properly process payments you have authorized. If you should have any privacy related questions or concerns please contact us under 0041 44 800 43 43 or send an email to reservations.zurich@radissonblu.com

Please fax the completed form together with a copy of the front and back side of the credit card to be debited to Radisson Blu Hotel, Zurich Airport. Fax number: +41 44 800 4350

Requested billing address

Re-confirmed by Radisson Blu Hotel, Zurich Airport

Date:	Signature:	Confirmation number: