

HOTEL RESERVATION FORM

GROUP'S NAME	TAPPI - EuroPLACE Conference – Porto – 20-22 May 2019
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Client's Name	
Address	
Telephone/Fax	
E.mail	
Arrival Date	
Departure Date	

Type of room required for your stay at the Crowne Plaza Porto ? *(Please tick)*

Deluxe Single Room	190,00 €	
Deluxe Double Room	210,00 €	

Per night, breakfast, taxes and service included.

Not included in room rate:

City tax: 2,00 € per person / per night

Above Group rates available 3 days pre/post should hotel have availability

PLEASE COMPLETE ALL FIELDS MENTIONED BELOW REGARDING CREDIT CARD DETAILS IN ORDER TO GUARANTEE YOUR RESERVATION.

Credit Card Number	
Expiry Date	
CVV number <i>(last 3 digits at the back of the Card except AMEX which are the last 4 digits)</i>	
Authorized signature	

1st **Cut-off date** for guaranteed reservation **15th March 2019**. After this date rooms may not be available.

2nd **Cut-off date** for guaranteed reservation **15th April 2019**. After this date rooms may not be available.

3rd **Cut-off date** for guaranteed reservation **10th May 2019**. After this date rooms may not be available.

Cancellation Policy:

Until **15/03/2019** cancellation is allowed and no cancellation fees will apply.

Between **16/03/2019** and the arrival date the reservation will be charged to your credit card for the whole stay.

•**All No-Shows and Early Departures** will be charged to your credit card for all room nights.

•**Reservation changes:** Any changes to the arrival/departure date should be advised in writing 72 hrs before initial arrival date. Otherwise the Hotel will debit your credit card according to the reservation period initially booked.

Please fax this form back to: + 351 22 600 32 14

Or email to :

Opocp.meetings@ihg.com

We look forward to a successful and rewarding conference. Thank you!