



**Reservation Due Date**  
**01 May 2017**

**HOTEL RESERVATION FORM**

**The 9<sup>th</sup> International Forum on Shipping, Ports and Airports (IFSPA)**  
**on 22 – 25 May 2017**

*The Hong Kong Polytechnic University – Department of Logistics and Maritime Studies*  
Attn: Harbour Plaza Metropolis – Cyrus Lok (Sales Co-ordinator)

**Fax: (852) 3160-6988    Tel: (852) 3160-6895    Email: [cyrusl@harbour-plaza.com](mailto:cyrusl@harbour-plaza.com)**

**Harbour Plaza Metropolis**, 821 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has six outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

**Please fill in BLOCK LETTERS:**

Name: Prof/Dr/ Mr/Ms (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Prof/Dr/ Mr/Ms (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Contact No. : (Tel) \_\_\_\_\_ (Email) \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ **Superior Room on Standard Floor at HK\$900 nett per room per night**

Privileges: Complimentary in-room wireless internet access for 2 IP Users per room  
Welcome fruit upon arrival  
Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment  
In-room coffee and tea making facilities  
Free use of gym, sauna, outdoor swimming pool and Jacuzzi

Supplement: ( ) Daily buffet breakfast served at The Promenade – HK\$110 nett per person per meal

*\*All of the above rates are inclusive of 10% service charge and prevailing government tax (if any)*

Special Request: Queen Size Bed  Two Single Beds  Non-smoking  Smoking

Arrival Date: \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Departure Date: \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

● **Airports Transportation Services are available. Please contact us for more details if required**

All Reservation Must Be Guaranteed By a Credit Card to Secure Room Space: Visa  Master

Name on Credit Card: \_\_\_\_\_ Card No. : \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

**IMPORTANT NOTES:**

1. In case of any cancellation of room reservation made less than 21 days prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than 7 days prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure.
4. Rates are **on a first-come-first-served basis**, applicable on **2 days pre and post of this event** and subject to hotel's availability.

**\*\*HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS\*\***