



HOTEL RESERVATION FORM

DesignEd Asia Conference 2012
(The Hong Kong Polytechnic University – School of Design)
(4-5 December 2012)

Attn: Harbour Plaza Metropolis – Ray Ng (Sales Manager)

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Harbour Plaza Metropolis, 819 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 four outstanding harbour view restaurants and bar serving International, Japanese, Thai and Chinese cuisine.
(Website: <http://www.harbour-plaza.com>)

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) _____ (Fax) _____ (Email) _____

Number of Rooms: _____

Room Rate : Superior Room (260 sq.ft. with garden / city view)

- () HK\$1,450 nett per room per night
() HK\$1,550 nett with **ONE** daily buffet breakfast
() HK\$1,660 nett with **ONE** daily buffet breakfast & in-room Internet access for one device

*** Room rates are inclusive of service charge and government tax per room per night.**

: Harbourview Room (280 sq.ft. with partial harbourview)

- () HK\$1,650 nett per room per night
() HK\$1,750 nett with **ONE** buffet breakfast per room per night
() HK\$1,860 nett with **ONE** daily buffet breakfast & in-room Internet access for one device

*** Room rates are inclusive of service charge and government tax per room per night.**

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

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Airport Shuttle: Shuttle bus – HK\$130 per person per trip to/from Airport and Hotel Arrival ☐ Departure ☐

Limousine: 4-seats Benz – HK\$600 per car per trip to/from Airport and Hotel Arrival ☐ Departure ☐

An additional charge \$150 for the limousine taken within 0030hrs to 0530hrs

*** Please approach hotel "Pick-up B02" counter for the transportation service in the Airport**

Booking Guaranteed By: Visa ☐ Master ☐

Name on Credit Card: _____ Card No. : _____ Expiry Date : _____

Date of Application : _____ Signature : _____

IMPORTANT NOTES:

- In case of any no-show, amendment or cancellation of room reservation made less than 7 days prior to your expected arrival, one night room charge will be debited on your credit card directly.
- Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility and credit card by 3rd party for payment is allowed.
- Rate is applicable for **1-9 December, 2012 (8 nights)** and subject to hotel's availability

****HOTEL WILL CONFIRMED THE RESERVATION WITHIN 3 WORKING DAYS****