


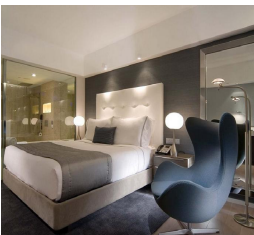

The Hong Kong Polytechnic University – School of Design
DesignEd Asia Conference 2012 (December 4-5 2012)
The Mira Hong Kong - Hotel Reservation Form

RECEIVER		SENDER	
Attention	Ms Jennifer Wong	Name	
Title	Sales Manager	Title	
Co. Name	The Mira Hong Kong	Co. Name	
Tel	852-2315-5641	Tel	
Fax	852-2369-0972	Fax	
E-mail	jennifer.wong@themirahotel.com	E-mail	
		Date	

Guest Name	<p>(1) Mr / Mrs / Ms / Prof / Dr (please delete inappropriate options)</p> <p>(Last) _____ (First) _____</p> <p>(2) Mr / Mrs / Ms / Prof / Dr (please delete inappropriate options)</p> <p>(Last) _____ (First) _____</p>
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In order to speed up the check in process, we would like to ask your assistance to fill up the following details for pre-registration.

Date of Birth		Passport No.	
Contract Telephone		Email Address	
Corresponding Address			
Check in Date		Check out Date	
Arrival flight (ETA)		Departure flight (ETD)	
No. of Room		Type of room preferred	City Room

Room Rate	<p><u>City Room</u></p> <p><input type="checkbox"/> HK\$1,750.00 (room only)</p> <p><input type="checkbox"/> HK\$1,880.00 (with one buffet breakfast)</p> <p>**All rates are <i>subject to</i> 10% service charge per room per night</p> <p><input type="checkbox"/> Double-Bed <input type="checkbox"/> Twin-Bed</p> <p><u>Privileges</u></p> <ul style="list-style-type: none"> ➤ Use of My Mobile - Mobile phone clones with your room phone ➤ Choice of wired or wireless Internet connectivity ➤ Choice of a range of different pillows ➤ Choice of newspaper ➤ Use of gym, sauna and swimming pool ➤ Welcome amenity ➤ Local telephone calls <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>
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Special Notes	We are very pleased to announce that in support of a cleaner, healthier lifestyle, The Mira Hong Kong has officially become an entirely smoke-free hotel, as of February 9, 2011 . Nonetheless, the al fresco terrace garden, Vibes, is being appointed as the designated smoking area as an alternative.		
Hotel Check in/Out Time	Hotel rooms are available to check in after 2PM. We recommend you to reserve room from the previous night with one night room charge if arrival before 2PM in order to have ready room upon arrival. <input type="checkbox"/> Yes, I agree to pay for additional night. Check-out time: 12 noon		
Transportation Arrangement			
<input type="checkbox"/> Mercedes Benz at HK\$780 net (Single Trip) and preferred price of HK\$1460 net (Round Trip) per car; accommodate up to 3 passengers plus 3 standard suitcases. <input type="checkbox"/> Toyota Alphard 7-seater van at HK\$830 net (Single Trip) and preferred price of HK\$1560 net (Round Trip) per car; accommodate up to 5 passengers plus 5 standard suitcases. ** Advance reservation is required for Hotel Transfer. Please provide arrival flight schedule with credit card number and expiry date for guarantee purpose. <u>Cancellation Policy:</u> - Cancellation must be made at least 2 hours prior to the scheduled pick up time; otherwise full payment will be applied. <u>Arrival at Airport:</u> Please proceed to Arrivals Hall 'B' after clearing customs and approach "The Mira Airport Service Counter" located at B09 . Our airport representative at there will assist you with the transportation accordingly.			
<u>Hotel Airport Counter:-</u> Please take exit B at the arrival hall after clearing customs and contact our Airport Representative at "The Mira Airport Service Counter" which is located B09 for transportation arrangement.			
Guarantee Arrival			
Name of card holder		Credit card no.	
Credit card type	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> JCB <input type="checkbox"/> Diner Club	Expiry date (dd/mm/yy)	
<u>Guarantee and Cancellation Policies:</u> ➤ All reservations must be on guarantee basis ➤ A credit card details required to provide at the time of booking. ➤ One night room rental plus 10% service charge in the event of no show or cancellation. Cancellations or amendments must be noticed 72 hours prior to arrival in order to avoid penalty.			
<u>Reservation Deadline / Reservation is on first-come-first-serve basis</u> Please complete this reservation form and return to our Customer Relationship Manager, Ms Jennifer Wong via fax 852 2369 0972 or email to jennifer.wong@themirahotel.com on or before November 2, 2012 (Friday).			
<u>Confirmation by The Mira Hong Kong</u> Confirmation No# : _____ Confirmed by: _____ Date: _____			