



# TRANSFER

## BOOKING FORM

**To be sent to:**
**RIVIERA CONGRESSI**

 E-Mail: [accommodation@omc.it](mailto:accommodation@omc.it)

Fax +39 0541 1830493 - Skype: omc2013reservation

**CUT OFF DATE:**  
**February 20<sup>th</sup>, 2013**
**Early reservation is recommended;**
**PLEASE, USE CAPITAL LETTERS**

 First Name \_\_\_\_\_ Family Name \_\_\_\_\_  
 Company \_\_\_\_\_ Company position \_\_\_\_\_  
 Home  Work  Address \_\_\_\_\_ City \_\_\_\_\_  
 Region/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_  
 E-mail \_\_\_\_\_ Website \_\_\_\_\_

**INVOICE DETAILS** (to be filled in case data are different from the ones indicated above)

 Company \_\_\_\_\_ Address \_\_\_\_\_  
 Region/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
 Fiscal Code \_\_\_\_\_ VAT Number \_\_\_\_\_

 Individual Requests can be submitted through this form or through the on-line booking system, at the following website address [www.omc.it/2013](http://www.omc.it/2013) (Venue & Accommodation page)

**TRANSFER SERVICE RATES**

 Transfer services from and to Bologna, Forlì and Rimini Airports will be provided on request.  
 The service is not exclusive. Max waiting time: 1 hour.  
 Rates are to be considered per person, per way and Vat included.

ROUTES	RATES
From Bologna Airport to Ravenna and vice-versa	€ 70,00 / one way
From Forli Airport to Ravenna and vice-versa	€ 70,00 / one way
From Rimini Airport to Ravenna and vice-versa	€ 70,00 / one way


**Please book:**
**ARRIVAL Airport**


BOLOGNA



FORLI'



RIMINI

Arrival date \_\_\_\_\_ Arrival time \_\_\_\_\_

Flight no. \_\_\_\_\_ Flight Company \_\_\_\_\_

From/Provenance \_\_\_\_\_ No. of People \_\_\_\_\_

Specific requirements if any \_\_\_\_\_

**DEPARTURE Airport**  BOLOGNA  FORLI'  RIMINI

Departure date \_\_\_\_\_ Departure time \_\_\_\_\_

Flight no. \_\_\_\_\_ Flight Company \_\_\_\_\_

To/Destination \_\_\_\_\_ No. of People \_\_\_\_\_

Specific requirements if any \_\_\_\_\_

**TRANSFER SERVICE RESERVATION PROCEDURES**

Please fill in and return **within 20<sup>th</sup> February 2013** via e-mail to [accommodation@omc.it](mailto:accommodation@omc.it) or fax.  
Individual Requests can be submitted through this form or through the online booking system, at the following website address [www.omc.it/2013](http://www.omc.it/2013) (Venue & Accommodation page)

Transfer requests will be confirmed by e-mail upon receipt of full payment.

A voucher will be sent out as confirmation of your reservation with pick-up and drop-off hours.

RIVIERA CONGRESSI will issue a formal invoice for the whole reservation amount, and send it after the event.

**PAYMENT PROCEDURES** all costs to transmitter's charge

The payment will be made by:

**① BANK TRANSFER** to RIVIERA CONGRESSI

UNICREDIT Bank IBAN CODE: IT46W0200824203000101512322 BIC Swift CODE: UNICRITM1SR2

(Please indicate name/company and OMC2013)

**② CREDIT CARD** VISA  MASTERCARD  AMERICAN EXPRESS

No \_\_\_\_\_ Expiring Date \_\_\_\_/\_\_\_\_ (mm/yy)

Cardholder \_\_\_\_\_ Security code/CVV number \_\_\_\_\_

I authorize Riviera Congressi to withdraw the total due of the reservation from my credit card.

Cardholder signature \_\_\_\_\_

**REFUND AND CANCELLATION POLICY**

Any change or cancellation of the transfer service must be made in writing to Riviera Congressi.

- Cancellation within February 20<sup>th</sup>, deposit refund will be made after deducting fee of € 15,00 (Vat incl.);
- Cancellation from February 21<sup>st</sup> and in case of no-show, no refund will be made of any kind.

Italian Law 196/2003 (privacy). **Consent for the use of personal data** I AUTHORISE  I DO NOT AUTHORISE to send to my address commercial offers, brochures, new letters and postal card even by third parties I AUTHORISE  I DO NOT AUTHORISE to communicate to third parties my presence at the event, with the sole purpose of transmitting letters and messages

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_