

Deadline: February 1st, 2017

To be sent to:

RIVIERA CONGRESSI E-mail: accommodation@omc.it fax +39 0541 1795045

Early reservation is recommended; after this date the reservation will be handled according to availability PLEASE, USE CAPITAL LETTERS

Company _____

First Name _____ Family Name _____

Company position _____ E-mail _____

Home Work Address _____ City _____

Region/Province _____ Zip Code _____ Country _____

Phone _____ Mobile _____ Website _____

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

Company _____ Address _____

Region/Province _____ Zip Code _____ Country _____

VAT Number _____ **Tax Code** (if not VAT) _____

Individual Requests can be submitted through this form or through the on-line booking system, at the following website address www.omc2017.it (Venue /Hotel and Transfer)

HOTEL RATES

HOTEL CATEGORY	Single ⁽¹⁾ /DSU ⁽²⁾	DOUBLE ROOM
5 Stars	min € 180,00 max € 245,00	min € 225,00 max € 300,00
4 Stars	min € 95,00 max € 230,00	min € 150,00 max € 280,00
3 Stars	min € 85,00 max € 145,00	min € 120,00 max € 220,00
Bed&Breakfast	min € 65,00 max € 95,00	min € 100,00 max € 140,00

Rates are to be considered per day, per room, in Bed & Breakfast accommodation, including service charges, reservation fee and Vat. City Tax is not included; 4stars €3,00/3stars and B&B €2,00/ per day, per person.

The above mentioned rates also include Shuttle bus Service and bus attendant from hotels to Pala De Andrè and vice-versa at the beginning and closing of the exhibition and for the social events. Only participants who make their reservation through Riviera Congressi will be entitled to use the shuttle bus service.

(1) the number of single rooms available for each hotel is limited; once the availability is over, double room for single occupancy will be assigned. (2) DSU = Double Room for Single Use.

Please book: N° _____ Single Double as single use Double room
 Twin rooms (two single beds) Other type _____

Accompanying person YES NO Name/s _____

Arrival Date _____ Departure Date _____ Total of nights _____

Requested hotel category _____ Preferable max rate € _____ Location: _____

HOTEL BOOKING PROCEDURES

Please fill in and return soon this form via e-mail to accommodation@omc.it.

Deadline **1st February 2017**. After this date, rooms will be assigned based on availability.

You will receive a detailed proposal with hotel specification for you to approve. The reservation will be confirmed by e-mail upon receipt of full reservation payment or credit card details as guarantee. A voucher will be sent out as confirmation of your reservation.

RIVIERA CONGRESSI will issue a formal invoice for the whole reservation amount, and send it after the payment. Any incidental and City tax, should be paid directly at the hotel check-out counter.

GROUP RESERVATIONS will be dealt by RIVIERA CONGRESSI with separate agreements.

Please contact us at accommodation@omc.it for details.

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: UNCRITM1SR2
(Please indicate Company/name and OMC2017)

2 CREDIT CARD VISA MASTERCARD AMERICAN EXPRESS

No _____

Expiring Date ____/____ (mm/yy)

Cardholder _____

Security code/CVV number _____

I authorize Riviera Congressi to use my credit card as a guarantee of the reservation and charge any cancellation penalty; I authorize Riviera Congressi to charge the total due of the reservation from my credit card.

Cardholder signature _____

REFUND AND CANCELLATION POLICY

Any change or cancellation of the hotel reservation must be made in writing to Riviera Congressi.

- Cancellation within Jan. 31st, deposit refund will be made after deducting bank fee of € 30,00 per room (Vat incl.);
- Cancellation within February 20th, 1 night accommodation will be charged;
- Cancellation from February 21st and in case of no-show, 100% of the total amount will be charged.

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 _____