

**Deadline: February 8<sup>th</sup>, 2019**

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

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

 ON-LINE [www.rivieracongressi.com/omc2019](http://www.rivieracongressi.com/omc2019)

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

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

**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 website address [www.rivieracongressi.com/omc2019](http://www.rivieracongressi.com/omc2019) or [www.omc2019.it](http://www.omc2019.it) (General Info /Hotel and Transfer).

**HOTEL RATES**

HOTEL CATEGORY	Single <sup>(1)</sup> /DSU <sup>(2)</sup>	DOUBLE ROOM
5 Stars	min € 200,00 max € 250,00	min € 225,00 max € 300,00
4 Stars	min € 95,00 max € 230,00	min € 140,00 max € 280,00
3 Stars	min € 90,00 max € 150,00	min € 125,00 max € 225,00
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](mailto:accommodation@omc.it).

Deadline **8<sup>th</sup> February 2019**. 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](mailto: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 OMC2019)

**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 Feb. 1<sup>st</sup>, deposit refund will be made after deducting bank fee of € 30,00 per room (Vat incl.);
- Cancellation within February 27<sup>th</sup>, 1 night accommodation will be charged;
- Cancellation from February 28<sup>th</sup> and in case of no-show, 100% of the total amount will be charged.

**Privacy**

As specified by the Italian Legislative Decree 30 June 2003, n. 196 and in line with European GDPR 2016/679 Riviera Congressi will collect and process your personal data while fully respecting the principles of lawfulness and transparency, to protect customers' privacy and rights.

The complete information is available on the website [www.rivieracongressi.com](http://www.rivieracongressi.com)

I AUTHORISE  I DO NOT AUTHORISE

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

Signature \_\_\_\_\_