



FTE ASIA EXPO 2015

17 - 19 November 2015
Singapore Expo

Official Partner:



HOTEL BOOKING FORM

For any enquires, please write to: FTEAsia@toureast.net
Tour East Singapore will contact you shortly upon receipt of the completed booking form.

Organisation *

* Required Fields

Contact Person* (Family/Last Name)

Contact Person* (Given Name)

Billing Address *

City & Country*

Contact Number*

Email*

ACCOMMODATION INFORMATION

Details & Prices of selected hotels are available at FTEAsia Expo 2015 official website. Prices indicated are in Singapore Dollars and include Breakfast & Complimentary Internet.

Please provide us the details of your requirements by filling in below:

Preferred Hotel	Total No. of Guests	Check-In Date	Check-Out Date	No. of Single Rooms	No. of Twin Rooms	Total No. of Rooms

SPECIAL REQUESTS

We will try our best to accomodate your request, please note that they are subject to availability and may be chargeable. We can also assist you with transfers, tours and attraction tickets.

ADDITIONAL INFORMATION

Thank you for filling this form. Upon receipt of your completed form, Tour East Singapore will check on availability and return a confirmation to you via email. We would then request for the names and personal details of the guests to pre-register them with the hotel.

TERMS & CONDITIONS

Your reservation is guaranteed upon full payment and upon your understanding and acceptance of the terms and conditions listed below:

Payment is only accepted by credit card only. Kindly note that there will be a 4% admin charge on top of all charges. This will be reflected on the invoice when we send you an acknowledgement email together with a credit card authorisation charge form. Full payment is required immediately.

Confirmation Ref: You will be provided a confirmation number from us which we would email to you 30 days prior to your arrival provided full payment has been paid by your credit card. You are advised to print the confirmation number and bring it with you to facilitate your check-in at the hotel.

Check-in: The check-in time after 15:00hr. If you need to check-in earlier, please book a room for the previous night in advance. There will be an additional night's charge.

Check-out: The check-out time is before 11:00hr. Should you need to check-out at a later time, please book for an additional night in advance. There will be an additional night's charge

Amendment: After confirmation of your reservation, you may amend the reservation provided a room is available per your new requirement and amendment is made through Tour East Singapore 60 days in advance of your arrival. Amendment request made after 60 days would be subject to variation in the room rates and availability.

Cancellation: In the event of a cancellation, a full refund will be credited to your credit card provided the cancellation is requested through the system 60 days prior to arrival.

A cancellation fee would be charged if the reservation is cancelled:

- Less than 60 days and more than 30 days prior to arrival: -50% of the full cost of your stay
- Less than 30 days prior to arrival or in the case of "No Show": -100% of the full cost of your stay

Tour East Singapore (1996) Pte Ltd act only as an agent of all listed hotels and give notice that, in addition to the above terms and conditions, the prevailing terms and conditions of each of the hotels listed may apply or supersede those stated above.

The Management

Tour East Singapore (1996) Pte Ltd, 07-05 Central Mall, Office Tower 1 Magazine Road, Singapore 059567

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