

**INDIVIDUAL RESERVATION FORM**  
22nd Cementrade Summit  
Group Meeting during 22-24 May 2023

Please book before Tuesday 2 May 2023

Confirmation No.

Personal Details	
Attendee's Name:	Country:
Sharer Names:	Country:

ACCOMMODATION	
Check-in Date	Check-out Date
Number of Nights	Check-in time is 14.00 hrs. / Check-out time is 12.00 hrs.
<p><b>Request for <u>Luxury Room with Breakfast</u></b></p> <ul style="list-style-type: none"> <li><b>Single Occupancy (Per room)</b></li> <li><input type="checkbox"/> Luxury room Single occupancy at Baht 5,500++ per night room/ night</li> <li><b>Double Occupancy (Per room)</b></li> <li><input type="checkbox"/> Luxury room Double occupancy at Baht 6,000++ per night room/ night</li> <li><input type="checkbox"/> The extra-bed is THB 1,500++ per night inclusive of breakfast and internet.</li> </ul> <p><i>*The rates include 10% service charge and 7% tax.</i></p>	<p><b>Bedding Types:</b></p> <p><input type="checkbox"/> King Bed</p> <p><input type="checkbox"/> Twin Beds</p> <p><b>Room Request:</b></p> <p><input type="checkbox"/> Smoking</p> <p><input type="checkbox"/> Non-Smoking</p> <p><b>Additional Requests: <i>If any</i></b></p>
Credit Card	
Credit Card Number:	_____
Date of Expiry:	_____
Card Holder's Name:	_____

FLIGHT DETAILS	
Arrival Date	Departure Date
Flight Number	Flight Number
Arrival Time	Departure Time
Hotel Limousine	
Airport Pick-up	<input type="checkbox"/> Yes <input type="checkbox"/> No
Airport Drop-off	<input type="checkbox"/> Yes <input type="checkbox"/> No



**Airport Transfer Services**

- BMW series 5 at Baht 2,500 net per car per one way (Max.3 persons)
- Mercedes Benz VITO at Baht 3,400 net per van per one way (Max.5 persons)

You can reach our airport representative at +66 (0)88 974 2636.

**Transfer Notes:**

**Cancellation Policy**

- 13 days prior to the arrival date: One night charge per room will be applied as cancellation fee.
- 7 days prior to the arrival date: Full length of stay charge per room will be applied as cancellation fee.

\*\*In case of flight cancelled or delayed, the modification will be made free of charge.

**NO-Show Policy**

- The hotel shall apply a charge equivalent to full stay at your room rate including tax and service charges in the event of no show on the day of arrival. The charge will be made on the guest credit card which is provided at the time of reservation.
- For guests who are on a centralized Master Account, the no-show charge will be made to the Master Account.

Please complete this form and return by e-mail to [h5213-re3@sofitel.com](mailto:h5213-re3@sofitel.com)

Please also CC:; [Sutthinon.PORNNIKOM@sofitel.com](mailto:Sutthinon.PORNNIKOM@sofitel.com) and [Theerawut.MEECHANA@sofitel.com](mailto:Theerawut.MEECHANA@sofitel.com)

