swissôtel DÜSSELDORF / NEUSS

Rheinallee 1
D-41460 Neuss, Germany
Tel: +49 (0)2131 7718 78 Fax: +49 (0)2131 7713 66

"ESMA 2017" from 23.10.2017 – 27.10.2017

Accommodation Booking Form

Hotel Room Reservation Form to be completed in block letters and sent by email or fax to the hotel reservation department. Please be aware that we only offer a limited number of rooms available.

Last Name		Firstname	
Company:			
Adresse:			
Tel:		Fax:	
E-Mail:			

Arrival		**Departure**	

☐ **Classic Single Room** **€ 135.00 per Night/Room**

☐ **Classic Double Room** **€ 160.00 per Night/Room**

Breakfast is included in the rate with € 14,00 per person /day.

To guarantee your reservation we do need the following details:
Name of the Credit Card owner: _____

I guarantee my reservation in the Swissôtel Düsseldorf / Neuss with the following card number:

☐ American Express ☐ Visa ☐ Euro / Master Card

Expiry Date: ...../.....

Signature:_____

We do not charge your credit card for your reservation. We do only use this credit card for guarantee. If there is a No Show we are allowed to charge on your credit card if we do not get any other information's.

Conditions of reservation

- ⇨ All bedroom reservations have to be **guaranteed by a credit card number or with a company stamp & signature.**
- ⇨ For cancellation **after 03.10.2017 (6 pm) the room will be charged** with **90%** for **the whole duration** to the participant's **credit card**.
- ⇨ All **changes or/and cancellation** must be sent in writing to the Swissôtel Düsseldorf / Neuss **exclusively.**
- ⇨ If the participant **no-shows** on the first night of the event, the **room will be charged with 90%** on his credit card for the **whole duration of stay** and the reservation will be **cancelled for the rest of the stay.**
- ⇨ In case of early departure, hotel will charge 90% of the room per night for the remaining nights.
- ⇨ The Swissôtel Düsseldorf / Neuss will send you a confirmation number in writing to the fax number above mentioned.

After we received your reservation we do check availability and book your room if still possible into the contingent. You will receive a confirmation per Email or Fax ASAP. If the contingent is fully booked we will also contact you directly.

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Fax: +49 (0)2131 7713 66
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