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NZ INSTITUTE OF HIGHWAY TECHNOLOGY CONFERENCE 2018

ACCOMMODATION BOOKING FORM

To make a reservation for accommodation, please do so via this form and return in either format below:

The Marlborough Convention Centre, Attn: Melissa Ryder, Accommodation Manager
Post to P.O.Box 972, Blenheim 7240.
Fax: 03 579 5049 or Email: Melissa.ryder@scenicgroup.co.nz

Bookings for accommodation should be made no later than 5th October 2018. After this date, you will need to contact the accommodation providers directly. To secure your reservation, credit card information is required. Please supply all your details in sections A, B and C below. Once your form is received, we will send confirmation of your accommodation booking.

Accommodation Early Access (tick if you require this option)

Check in time at most hotels/motels is 2.00pm. If you have an early morning arrival and you require an early check in, you will need to reserve and pay for your room from the previous night.

Changing Your Reservation

Please advise the accommodation providers of any change to a reservation.

Cancelling Your Reservation

If you cancel your reservation after 5th October 2018 you may be subject to cancellation charges levied by the hotel/motel supplier.

(A) ACCOMMODATION OPTIONS

Please provide 1 st and 2 nd Choice, every effort will be made to provide your 1 st choice. Check-in from 2.00pm and check-out by 10.00am.				
Preferred Property :	Room Type Request:	1 st Preference	2 nd Preference	Special Requests:
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Due to room allocations at various properties, we will allocate on a first/second option, once that option is full, we will move to another hotel/motel property that has rooms held for this conference.

(B) DELEGATE DETAILS FOR ACCOMMODATION:

TITLE: _____ SURNAME: _____ GIVEN NAME: _____
 ORGANISATION: _____
 ADDRESS: _____
 SUBURB: _____ CITY: _____ COUNTRY: _____
 TELEPHONE: BUSINESS:() MOBILE: () FACSIMILE ()
 EMAIL: _____
 SPECIAL REQUIREMENTS (E.G. DISABILITY) _____
 APPROXIMATE ARRIVAL TIME: _____

Accommodation Required	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Twin	<input type="checkbox"/> Other _____
Check-in Date (DD/MM/YY)	/	/	Check-out Date (DD/MM/YY)	/ /
Early check-in time	I wish to pay for my room for early arrival on / / at _____			
Special Requirements	<input type="checkbox"/> Non-Smoking	Other _____		
I am sharing my room with	_____			

(C) ACCOMMODATION PAYMENT/DEPOSIT

Please secure with my credit card details below to pay for my/our accommodation and use as security for my booking and send me confirmation of my/our accommodation booking/details.

Credit Card Type (please circle one)	American Express	Diners	MasterCard	Visa
Card Number			Expiry Date (MM/YY)	
Cardholder's Name as appears on card			Authorised Amount NZ\$	
Card Billing Address				
Authorised Signature			Date	

Signature _____ Date _____

Confirmation of your booking will be sent within four working days of receiving this Accommodation Booking form.

Please make a photocopy for your records.

TERMS and CONDITIONS

Please note that rates do not include breakfast (unless stated) and are on a room only basis.

MAKING A RESERVATION

Your accommodation bookings must be made on the accommodation booking form enclosed no later than 5th October 2018. After this date, you will need to contact the accommodation providers directly. In order to secure and confirm your accommodation reservation we require you to provide a credit card number to guarantee your booking.

In providing a credit card number as guarantee, the hotel will not debit your card at the time of booking and all hotel accounts will need to be settled on departure.

CANCELLATION OF ACCOMMODATION RESERVATIONS

Please contact your accommodation provider if you need to cancel your booking.

EARLY ARRIVAL

Please note the check-in time for your particular hotel/motel. If you require an early check-in prior to the designated time you may need to reserve your accommodation from the previous night and pay for an additional nights accommodation. Please contact the Accommodation provider to discuss this arrangement.

LATE ARRIVAL

Please indicate if you intend checking into your accommodation after 6.00pm on your day of arrival and please notify your hotel/motel. This will ensure the hotel will not cancel your room.

SHARING WITH ANOTHER REGISTERED DELEGATE

Delegates must make their own arrangements to share accommodation. Please state on this accommodation booking form the name of the person you are sharing with (Section B). If you wish to receive separate accounts on check out, please advise the hotel/motel on check-in.

CHANGES TO RESERVATIONS

Please notify the accommodation providers of any changes to a reservation, prior to your arrival and not the hotel/motel directly.

TERMINOLOGY

“Single” – refers to a single, one double or queen/king size bed.

“Double” – refers to a room with one double or queen/king size bed.

“Twin” – refers to a room with two beds.

All hotel/motel rooms have ensuite bathrooms.

GENERAL INFORMATION

MELISSA RYDER

ACCOMMODATION MANAGER

Marlborough Convention Centre

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