

## BUYER RESERVATION FORM

HOTEC Asia | 14-17 October 2009 | Sheraton Towers Hotel, Singapore

<b>Company Name:</b>			
<b>Address:</b>		<b>Delegate Name:</b>	
<b>City:</b>		<b>Job Title:</b>	
<b>State:</b>		<b>Email Address:</b>	
<b>Post Code:</b>		<b>Mobile Phone:</b>	
<b>Country:</b>		<b>Second Delegate Name:</b>	
<b>Telephone:</b>		<b>Job Title:</b>	
<b>Fax:</b>		<b>Email Address:</b>	
<b>Website:</b>		<b>Mobile Phone:</b>	

BRIEF COMPANY PROFILE			
<b>1. In which area of specification are you involved?</b>			
FF&E		Operating Supplies	
<b>2. Size of your hotel group:</b>			
Number of hotels		Number of rooms	
<b>3. Hotels owned versus managed:</b>			
Hotels owned		Hotels managed	
<b>4. Number of new hotels/projects in the next 3 yrs:</b>			
New hotels opening		New projects	
<b>5. How would you describe your purchasing authority:</b>			
Authorise	Specify	Recommend	None

TERMS & CONDITIONS FOR YOUR PARTICIPATION
<p>1. Participation at HOTEC Asia 2009 is inclusive of three nights accommodation, airport transfers, meals and functions according to the programme, a dedicated meeting point and a schedule of meetings with suppliers.</p> <p>2. If a second delegate attends from a different department and conducts a separate schedule of meetings, participation costs as above will be covered at the organisers' discretion. If a second delegate attends from the same department and shares the meetings schedule, a participation fee of €750 will be payable.</p> <p>3. Travel insurance must be organised by the delegate, as it is not covered by HOTEC Asia organisers.</p> <p>4. Visa requirements and vaccinations (where applicable) must be organised by the delegate.</p> <p>5. Should the organiser cancel HOTEC Asia, any payment made will be refunded in full. The organiser shall not be liable for any consequential damages incurred due to such cancellation.</p> <p>6. CANCELLATION: A cancellation fee of €500 will apply to delegates who cancel their participation after 17<sup>th</sup> August 2009, unless a senior replacement delegate can be organised.</p>

PLEASE CHECK ALL CATEGORIES OF INTEREST
<input type="checkbox"/> Access Control Systems
<input type="checkbox"/> Audio Visual Equipment/In Room Entertainment
<input type="checkbox"/> Bathroom Accessories/Furniture
<input type="checkbox"/> Beds/Mattresses
<input type="checkbox"/> Carpets/Flooring/Rugs
<input type="checkbox"/> Catering Equipment
<input type="checkbox"/> Chinaware/Porcelain
<input type="checkbox"/> Cleaning/Sanitation Solutions
<input type="checkbox"/> Coffee/Beverage Equipment
<input type="checkbox"/> Decorative Objects/Art
<input type="checkbox"/> Dishwashing Equipment
<input type="checkbox"/> Energy Efficiency
<input type="checkbox"/> Fabrics/Textiles
<input type="checkbox"/> Fitness Equipment
<input type="checkbox"/> Furniture – Indoor or Outdoor
<input type="checkbox"/> Internet/Connectivity/ Telecommunications
<input type="checkbox"/> In Room Safes
<input type="checkbox"/> Laundry Systems & Equipment
<input type="checkbox"/> Lighting
<input type="checkbox"/> Minibar Systems
<input type="checkbox"/> Food Service Equipment
<input type="checkbox"/> Flatware (Cutlery)
<input type="checkbox"/> Glassware
<input type="checkbox"/> Guestroom Amenities
<input type="checkbox"/> Housekeeping Equipment/Accessories
<input type="checkbox"/> Kitchenware
<input type="checkbox"/> Linen – Bedding/Towels/Bathrobes
<input type="checkbox"/> Logistics
<input type="checkbox"/> Revenue Management
<input type="checkbox"/> Spa Consultancy/Design Equipment
<input type="checkbox"/> Tableware
<input type="checkbox"/> Other .....

<b>Signature:</b>		<b>Date:</b>	
Submission of a signed booking form confirms your attendance to HOTEC Asia 2009 and commits you to the stated terms and conditions.			

**PLEASE COMPLETE AND SUBMIT BY FAX TO +44 1273 376 977**

