

Deadline
1 November 2014

HOTEL RESERVATION FORM

DesignEd Asia Conference 2014 on 2-3 December 2014
The Hong Kong Polytechnic University – School of Design

Attn: Harbour Plaza Metropolis – Ray Ng (Sales Manager)

Fax: (852) 3160-6988 Tel: (852) 3160-6871 Email: RayN@harbour-plaza.com

Harbour Plaza Metropolis, 819 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has four outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.
(Website: <http://www.harbour-plaza.com>)

Please fill in BLOCK LETTERS:

Name: Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Fax) _____ (Email) _____

Number of Rooms: _____

Room Rate : **Superior Room on Standard Floor**

() HK\$1,230 nett including In-room Internet access for 2 devices per room per night

Harbourview Room on Standard Floor

() HK\$1,430 nett including In-room Internet access for 2 devices per room per night

Supplement () Daily buffet breakfast – HK\$110 nett per person per meal

**All of the above rates are inclusive of 10% service charge and government tax per room per night.*

Special Request: Queen Size Bed Two Single Beds Non-smoking

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Booking Guaranteed By: Visa Master

Name on Credit Card: _____ Card No. : _____ Expiry Date : _____

Date of Application : _____ Signature : _____

IMPORTANT NOTES:

1. In case of any no-show, amendment or cancellation of room reservation made less than *14 days* prior to your expected arrival, one night room charge will be debited on your credit card directly.
2. Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility and credit card by 3rd party for payment is allowed.
3. Rates are **on first-com-first-serve basis**, applicable for **2 days pre and post of this event** and subject to hotel's availability

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****