



**Sheraton
Brussels Airport
HOTEL & CONFERENCE CENTER**

Hotel Accommodation Sheet

TO BE RETURNED TO THE HOTEL BY: 16/01/2014

<p>ETRC Business Forum 23 JANUARY 2014</p>
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Sheraton Brussels Airport Hotel & Conference Center

Attn. : Sandra Chatelain

Brussels National Airport

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Reservation made: ***(Please fill out this form clearly and in capital letters)***

<p>θ Single or double room at 130 EUR</p>

<p>θ Smoking / θ Non-Smoking</p>

Above rates include all taxes.

The supplement for our buffet breakfast is 26 EUR.

Arrival Day/...../.....

Departure/...../.....

Name.....

Company.....

Street/N°.....

Credit Card Type : θ Visa θ Amex

City/Postal Code.....

θ Eurocard/Mastercard θ Diners

Country.....

Tel Number.....

Credit Card Number.....

Fax Number.....

Signature.....

Expiry Date.....

IMPORTANT NOTES

1. Booking deadline for the special conference rates: After 16/01/2014 the hotel no longer guarantees the availability of rooms at the contracted conference rate.
2. All above hotel rates include tax and service charges and are therefore subject to change without prior notice.
3. Please provide your full credit card number and its expiry date to secure your booking for late arrival (after 16.00 hrs).
4. All hotel payments should be made directly to the hotel upon check-out.
5. In case of early arrival before 13.00 hrs, the room must be reserved for the previous night to ensure that the room is available upon arrival.
6. The official check-out time is 13.00 hrs. In case of late departure 50% of the room rate will be charged.
7. Cancellations must be made in writing within 3 (three) days before the scheduled arrival date. If not received, the hotel is entitled to charge 1 (one) night's accommodation fee.
8. The special rate is only valid when reservation is made by use of this form.