



INTERCONTINENTAL®

NAIROBI

Please fill in the details below and send to Mrs. Muthoni Gachina, by e-mail: muthoni.gachina@icnairobi.com & mark a copy to the organizers at aca@stattimes.com & eric.mwanzia@icnairobi.com

HOTEL ACCOMMODATION

Name: _____

Address for Correspondence: _____

City Postal Code: _____

State Country: _____

Tel No Fax No E-mail: _____

HOTEL NAME

Intercontinental Hotel

Number of Room Required:

Single Room - \$ 240 (Inclusive of Breakfast & Tax)

Club room - \$ 280 (Inclusive of Breakfast & Tax)

Accommodation required from _____ to _____

Flight Details;

Arrival

Flight No. _____ Time: _____

Departure

Flight No. _____ Time: _____

Special requirement

PAYMENT OPTIONS

Credit Card Authorization Form

Please specify type of card (AMEX, VISA ETC)

16 Digit Card Number: _____

Expiry Date (MM/YY): _____

Name as on Card: _____

Amount: _____

Signature: _____

Please sign this authorization form and send along with this Registration Form to the Conference Secretariat along with the front and back copy of your credit card.

Terms and Conditions

- Please note, the hotel booking can only be guaranteed upon receipt of 100% advance deposit for the respective hotels.
- After receiving your booking, a letter of confirmation will be mailed.
- All changes or cancellations must be made in writing & will be subject to conditions mentioned above.
- The number of nights booked will be based on the arrival & departure details.
- Additional services i.e. laundry, meals, Telephone calls, etc. should be settled directly with the hotel at the time of check out.

Deadline

Please note that the deadline for hotel booking is **10th February 2011**. After this deadline, reservation will still be handled.

TERMS & CONDITIONS

- These Special Bedroom Rates have been negotiated with the Client and represent the best rate available considering the volume of rooms, length of stay and season.
- These rates are inclusive of breakfast charges and the statutory taxes, which is currently at 28%.
- These Special Bedroom Rates will apply for the above Dates of the Event only.
- Check-in time is 11.00am. Although the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, the Client recognizes that guest rooms may not be immediately available. Baggage storage will be available from the Hotel. The Hotel check out time is 10.00am
- All early arrivals and late departures will be paid for by the guests
- We have noted that the guest will pay for their accommodation bills directly & Air Cargo Africa will not guarantee for the no-shows and cancellations charges for the total number of nights. In this regard, all the rooms that will not be utilized by 10th February 2011 will be released back for sale and any room requests thereafter will be provided subject to availability.
- We also require credit card details of each participant or a credit card covering all the guests in order to guarantee the accommodation rooms and also for purposes of securing the 1st night charge in case of a no-show or cancellation.

For further assistance, please contact

Eric Mwanzia

Director of Conventions and Event Sales

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