

**HOTEL RESERVATION FORM**  
**14° FORUM UN/CEFACT 20/24 APRIL 2009**

**Please  Hotel's name where you wish to stay and return this FORM by fax or by email.**  
**DEADLINE FEBRUARY 15<sup>ST</sup> 2009**

<input type="checkbox"/> <b>HOTEL PALAZZO CARPEGNA 4*</b>	
PHONE +39 06.66007875	FAX +39 06.6620259
EMAIL info@aurelia-expo.com	
SINGLE ROOM € 145,00 per day	DOUBLE ROOM € 155,00 per day

<b>SINGLE ROOM</b>	
<b>DOUBLE ROOM/TWIN</b>	
<b>ARRIVAL DATE</b>	<b>DEPARTURE DATE</b>

The above rates are inclusive of 10% of VAT and Continental breakfast.

<b>FAMILY NAME</b>	
<b>EMAIL</b>	
<b>PHONE</b>	<b>FAX</b>

Payment for accommodation should be made directly to the hotel.  
 In order to guarantee your room, first night prepayment will be asked upon reservation.

<b>CREDIT CARD</b>	
<b>NUMBER</b>	
<b>EXPIRY DATE</b>	

TERMS AND CONDITIONS /Cancellation Policy:

As per UN/CEFACT agreement, I hereby give my authorization to charge my credit card with the amount of: one night

<b>CREDIT CARD</b>	
<b>NUMBER</b>	
<b>EXPIRY DATE</b>	

Cancellation policy:

First night pre-payment cannot be refunded for cancellation at any time

For cancellation between 1<sup>st</sup> February 2009 and 28<sup>th</sup> February 2009, one night will be charged to the given credit card

For cancellation from 1<sup>st</sup> March 2009 and 19<sup>th</sup> March 2009, two nights will be charged to the given credit card

For any cancellation received from 20<sup>th</sup> March 2009 to the arrival day, or in case of No-Show, the entire forecast amount will be charged to the given credit card.

Check-in : after 14:00 pm. Check-out: before 11:00 am

Date:

Signature: