**Annexure 1:**

**RESERVATION FORM FOR 3GPP SA2#130 and SA6#28 MEETINGS**

**BY IF3 and COAI in KOCHI**

|  |  |  |
| --- | --- | --- |
| **Guest Name** | **First Name :** | **Surname :** |
| **Check-in Date** |  | |
| **Check -Out Date** |  | |
| **MRW/ SPG number**  **(If member of Marriott/ Starwoods)** |  | |

**Special Rates for Delegates**

|  |  |  |
| --- | --- | --- |
| **Room Category** | **Single** | **Double** |
| **Deluxe Room** | **INR 9500** | **INR 10250** |
| **Club Room** | **INR 11000** | **INR 11500** |
| **The above rates are inclusive of the applicable taxes (18.00 % for rate below 7500 and 28% for rate above 7500).**  **This rate Includes Breakfast & Lunch, wifi and 15% Discount on Food & Beverage for the duration of stay** | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Smoking Room** | | **Yes / No** | | | **Non Smoking Room** | | **Yes / No** | |
| **Bed Preference** | **King Bed (01 Large bed)** | | **Yes/No** | | **Twin Bed (02 single Bed)** | | | **Yes / No** |
| **Special Request** | **(if any)** | | | | | | | |
| **Credit Card No.** |  | | | **Expiry Date** | |  | | |
| **Email Id** |  | | | **Mobile Number** | |  | | |
| **Authorised person’s Signature** | | | | | |  | | |

**Airport Transportation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please advise the Airport transfers required or not** | | **YES / NO** | |
| **If the Airport Transfers are required, Kindly fill the below details** | | | |
| Flight Details | Arrival Flight : | | Departure Flight : |
| Date of travel | Arrival Date : | | Departure Date : |
| Time of Arrival/ Departure | Arrival Flight Time : | | Departure Flight Time : |
| Airport transport | Arrival pick up - Yes / No | | Departure Drop – Yes / No |
| Preferred Car Type | (see below) | | (see below) |

|  |  |
| --- | --- |
| **Airport Transfer Rates** |  |
| **TARIFF FOR AIRPORT TRANSFERS** | |
| **TYPE OF VEHICLE** | **RATES (One Way)** |
| **TATA INDIGO** | **INR 2000 + 5% Taxes** |
| **TOYOTA INNOVA** | **INR 2400 + 5% Taxes** |

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**Please note the following:-**

* Our Check-in time is 15:00 hours and check out time 1200 hours. Reservation requests will be honored within two working days
* Booking cut off date will be 21st December, 2018, 18:00 hrs IST. Post cut off date reservation would be subject to the availability of room.
* 100% of reservation will be charged for no shows and early departures.
* Please send your completed reservations request form

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**Le Meridien Kochi Contact No**. + 91 484 2705777

**Cancellation Policy**

Cancellation can be done to the reservation, without penalty until 11 January 2019. Any Cancellation made beyond 11th January, 2019 1800 hrs IST will be considered as a no show.

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