

**CROWNE PLAZA SHANGHAI**  
**RESERVATION FORM**

**Event Name:**

**"The 8th International Business School Shanghai Conference" 21st-23rd Oct., 2020**

Please Fax/Mail this form to hotel Reserves Fax/ Email at [86-21- 62822014/reserves@cpspa.com](mailto:86-21-62822014/reserves@cpspa.com) before **14<sup>th</sup> Oct, 2020**  
(Reserve your hotel room **DIRECTLY** with **CROWNE PLAZA SHANGHAI**)

Mr/Mrs/Ms – Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Title/ Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Accommodation:**

Arrival / Check-in Date: \_\_\_\_\_ Flight / ETA : \_\_\_\_\_

Departure / Check-out Date: \_\_\_\_\_ Flight / ETD : \_\_\_\_\_

Request Late Check-in (please tick ): \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ ( will be approved by hotel)

Request Late Check-out (please tick ): \_\_\_\_\_ Time : \_\_\_\_\_ : \_\_\_\_\_ ( will be approved by hotel )

*CHECK-IN TIME IS 14:00 afternoon. To guarantee early check-in, please book one night before.*

*CHECK-OUT TIME IS 12:00 noon. Extended use of rooms till 6:00 pm is subject to half day's rate.*

*Thereafter, a full day's room rate will be applicable.*

*Reservations will be held till 6pm only, unless guaranteed with Credit Card. Guaranteed reservations will be held regardless of arrival time and will incur a cancellation charge of 1 (one ) night rate for no-show.*

**Room Preference ( Please tick  one ) :**

\_\_\_\_\_ Smoking / \_\_\_\_\_ Non-smoking \_\_\_\_\_ King size bed

\_\_\_\_\_ Superior Room – Main Building (Special rate **CNY750.00net** inclusive of one buffet breakfast)

\_\_\_\_\_ Deluxe Room – Main Building (Special rate **CNY850.00net** inclusive of one buffet breakfast)

\_\_\_\_\_ Premier Room - New Wing (Special rate **CNY980.00net** inclusive of one buffet breakfast)

**\*Above room rate inclusive internet**

**\*Additional breakfast is chargeable at RMB100 per person daily, inclusive of surcharge and tax.**

Special request for room: \_\_\_\_\_

\* All the above room categories and special rate are subject to room availability.

\* All Reservations must be accompanied by first night stay prepayment either by credit card or bank transfer to "Crowne Plaza Shanghai" as guaranteed booking. Please also attach both copies of your credit card with signature.

Credit Card (Please tick  one): \_\_\_\_\_ American Express \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ others

\_\_\_\_\_  
Credit Card Number \_\_\_\_\_ / \_\_\_\_\_  
Expiry Date \_\_\_\_\_ Cardholder's signature \_\_\_\_\_

**I understand that I am liable all for first night stay room expenses, tax and service charge, which will be deducted from my credit card if I fail to arrive (no-show) or cancel the room reservation. Registering with the Hotel and all room and incidental expenses will be paid upon check-out.**

**For hotel use only**

Confirmed by \_\_\_\_\_ Date \_\_\_\_\_ Confirmation number \_\_\_\_\_

**CROWNE PLAZA SHANGHAI**

400 Pan Yu Road, Shanghai 200052, P.R. China  
Tel : (86-21) 6145 8888 Fax: (86-21) 6282 2014  
Website: [www.shanghai.crowneplaza.com](http://www.shanghai.crowneplaza.com)