



16 -18 MARCH 2010  
SHANGHAI INTERNATIONAL  
CONVENTION CENTRE

## HOTEL ACCOMMODATION

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### Oriental Riverside Hotel 5\*

**\*\*HEADQUARTERS HOTEL \*\***



**ROOM PRICES:**

**Superior Garden View Room:** RMB1300.00 prpn

**Superior Bund View Room:** RMB1500.00 prpn

Rates includes one breakfast but are excluding tax and service (15%)

*[Linked to the Conference and Exhibitions venue](#)*

This hotel is adjoined to the exhibition and conference centre. The hotel has a few restaurants and bars, a comprehensive recreational facilities which include a gymnasium, indoor swimming facilities and massage facilities as well as 25 meeting rooms.

All rooms are spacious and fully equipped with telephone, Minibar, Tea and Coffee making facilities, Daily newspaper, In room safe box, Satellite and local channels, turndown service, bathrobe and slippers in all rooms

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### Shangri-La Pudong 5\*



**ROOM PRICES:**

**Deluxe Room (River Wing):** RMB1500.00 prpn

**Double occupancy:** RMB1750.00 prpn

Rates includes breakfast and internet access (in bedrooms) but are excluding tax and service (15%)

*[5min walk to Conference and Exhibition venue](#)*

This hotel is located by the Huangpu River, just 35 minutes from Shanghai Hongqiao Airport and a few minutes walk from the exhibition and conference venue. This hotel offers several restaurants and bars a business centre, 2 gymnasiums and indoor swimming pools, a spa, Jacuzzi and conference rooms.

All bedrooms are fully equipped and of a high standard. The rooms have internet access (complimentary), satellite TV, tea and coffee making facilities, mini bar, electronic safe, full size writing desks, exclusive Shangri-La toiletries and plush bathrobes.

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**Park View Hotel 5\***



**ROOM PRICES:**

**Superior Room (Single Use):** RMB650.00 prpn

Rates includes one breakfast and internet access (in bedrooms) but are excluding tax and service (15%)

*15min by car to Conference and Exhibition venue or  
20min by subway*

This hotel is adjacent to Shanghai oriental Art Centre and located in the heart of Pudong New Area. The hotel has a state of the art gym and restaurants and bars.

All bedrooms are modern with broadband internet access, in room safe, LCD TV and pay per view.

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## **CONCIERGE SERVICES**

### **Why not try our on-site concierge services?**

Our services provide clients with a priceless commodity - more time.  
We offer a host of services, from planning special events & meetings to making dinner & theatre reservations.

Let us help you with:

- Meeting rooms
- Cocktail receptions
- Dinner reservations
- Site seeing tours / Spouse Tours
- Yacht chartering
- Transportation, including people carriers and chauffeur driven cars
- Hostesses / Translators
- Stand catering
- Mobile phones

We will be onsite to ensure the smooth running of all your arrangements.  
Contact us for more information.

## **FLIGHTS**

We can offer flights to Shanghai from cities around the world at very competitive prices.  
Please see our preferred rates below.



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**HOTEL BOOKING FORM**  
**TOC Asia / Shanghai / 16 – 18 March 2010**

Please fax this form for the attention of Ms. Carin Erichsen-Fendige on  
Fax No. +44 (0) 207 633 9427 or email: [cf@eventsinfocus.net](mailto:cf@eventsinfocus.net)

Surname (block capitals)	First Name(s)	Title (Mr/Mrs)	Nationality as on Passport
1			
2			
4			
3			

**REQUIREMENTS**

HOTEL ACCOMMODATION				
Hotel Name		Room Type		No. of Rooms
Arrival Date		Departure Date		No. of Nights

**We hereby agree to the below Booking Conditions:-**

Company Name: .....

Address: .....

Contact Name: ..... Signature: ..... Date:.....

Email: .....

Telephone: ..... Fax: .....

**PLEASE INDICATE PAYMENT PREFERENCE:-**

**This section must be completed in order to guarantee the room(s)**

We will guarantee the room(s) with the below credit card and payment will then be done directly to the hotel on departure.

Credit Card No: .....

Valid From: ..... Valid To: .....

CVV Number (3 digit security code):..... Issue no. (Switch / Maestro only) .....

Name of Cardholder:.....



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## **BOOKING CONDITIONS**

### **RESERVATIONS**

For reservations please complete the attached booking form and return to us as soon as you know your requirements. **Please note that reservations cannot be held without a credit card to guarantee the room(s) so please ensure you complete the relevant section on the booking form.** If the hotel requires a deposit then this will be deducted from the card at the time of booking with the remaining balance being paid directly to the hotel on departure. **Events in Focus** reserve the right to cancel any reservations should the given credit card not be valid.

### **PAYMENT**

**All rooms must be guaranteed with a credit card with payment being done directly to the hotel on departure. If the hotel requires a deposit then this will be processed at the time of booking with the balance being paid on departure.** Should you prefer to prepay the accommodation via bank transfer please contact **Events in Focus** for details.

### **CHANGES/CANCELLATIONS**

Once your reservations have been confirmed it is imperative that **Events in Focus** are advised in writing of any changes or cancellations that you may have. We will in turn advise the hotel of these changes.

**Please note that once arrangements have been confirmed, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation.**

**Please note that these charges have been set by the hotels due to this being a very busy period.**

### **INDIVIDUAL ITINERARIES**

We are aware that some exhibitors may wish to travel around China and, perhaps on to other destinations. Should this be the case, please forward your intended itinerary by email or fax and we would be happy to tailor make and offer the best rate.

### **AIRPORT TRANSFERS**

Airport transfers can be arranged, providing we have your flight details at least 48 hours prior to arrival. If you do not book your flights with **Events in Focus** and you do require transfers please advise. Taxis are also available at the airport.

### **VISAS**

**A visa is required for EU passport holders.** Please also ensure that your passport is valid for at least 6 months from the date of departure. **All other nationalities please kindly contact the Embassy / Consulate in your area.**

If you have any queries on any of the above mentioned points then please feel free to contact us.