

HOTEL RESERVATION FORM POST EXPO 2009

Hannover, September 29 – October 1, 2009

Please return this form before August 24, 2009 to:
INTERPLAN AG Office Hamburg, Eppendorfer Weg 204, 20251 Hamburg – Germany
Phone: +49 (0)40 3250 9230 Fax: +49 (0)40 3250 9244 e-mail: post09@interplan.de

Please use typewriter or capital letters

Surname _____ First Name _____

Company _____

Address _____

Postal Code _____ City _____

Country _____ E-mail _____

Phone _____ Fax _____

Hotel Reservation Please reserve: single room double room
from _____ to _____ for _____ nights.
date of arrival date of departure

	Please tick here	single room in €	double room in €	breakfast in € ppd
Copthorne Hotel	<input type="checkbox"/>	125,00	142,00	inclusive
Radisson Blu Hotel	<input type="checkbox"/>	103,00	122,00	inclusive
Designhotel Wienecke XI	<input type="checkbox"/>	95,00	115,00	inclusive
Tulip Inn Hotel	<input type="checkbox"/>	93,00	--	inclusive
Median Hotel Messe	<input type="checkbox"/>	55,00	65,00	inclusive

Rates are per room/night, incl. service and 19% VAT. Hotel rooms will only be reserved after receipt of a guarantee (either credit card details or a deposit payment of the total amount for all nights booked). Rates are subject to change.

Deposit payment/Guarantee

Please find attached a copy of my bank draft, in EUR, made payable to:
INTERPLAN AG Hamburg, w / HH-POST-09 – guest's name / HypoVereinsbank Muenchen Bank code 700 202 70
account no 654 028 45 88 – SWIFT-Code: HYVEDEMMXXX - IBAN: DE87 7002 0270 6540 2845 88

I authorize to forward my credit card details to the hotel to guarantee the booking (**a deposit is not required – the whole amount will be paid at the hotel directly**)

Eurocard/Mastercard Visa Amex

Credit card no.

Expiry date / month year CVC

VISA/EURO/MASTER: last 3 digits on the back, AMEX: 4 digits on the front of the card

Card holder's name _____
printed name

_____ signature

You will find the guidelines to data protection on the second page of this registration form. We ask you to read these and to confirm here as follows: I hereby declare my consent that all the information made by me to my person within the handling of the above mentioned congress is filed, stored, processed and the demands made above can correspondingly be passed onto a third party.

Date

Signature

With my signature I accept the conditions mentioned on this reservation form – see other side.

Please note:

All reservations received later than August 24, 2009 must be confirmed by a credit card number.

(Bank transfers are no longer possible.)

Reservations without a credit card number will not be handled.

Conditions for Hotel Reservations

Deadline: August 24, 2009

Confirmation/Deposits:

Hotel rooms can only be reserved upon receipt of a deposit (the total amount for all nights booked) or a credit card number. All requests for hotel reservations and all deposits must be received by INTERPLAN not later than **August 24, 2009**. If the desired hotel is fully booked, INTERPLAN reserves the right to arrange accommodation in a different hotel.

For reservations with credit card details received later than the mentioned date above, all necessary efforts to procure a hotel room for you will be done. Please be aware that a guarantee for your hotel preference and/or the rates indicated cannot be given by INTERPLAN.

Upon receipt of the deposit, INTERPLAN will inform the hotel accordingly. The deposit will be deducted from the hotel bill. Any further hotel expenses are to be paid directly at the hotel by the guests themselves.

Bookings without a guarantee until August 24, 2009 (Exception: Radisson Blu Hotel – July 17, 2009) will automatically be cancelled.

Changes/Cancellation:

Changes in reservations and cancellations must be reported in writing to INTERPLAN and NOT to the hotel. Upon receipt of the reservation confirmation, the guest automatically becomes the legally binding contract partner of the hotel. INTERPLAN acts exclusively as an agent for hotel reservations

If the guest cancels a reservation prior to **August 24, 2009 (Exception: Radisson Blu Hotel – July 17, 2009)** a cancellation fee of EUR 20,00 (incl. 19% VAT) per cancelled room will be charged in the name and for the account of INTERPLAN; any bank charges that may arise as a result of such a cancellation will be covered by the guest him-/herself. If a pre-payment has already been made the amount paid will be refunded, reduced by an administrative fee of EUR 20,00 in addition to the cancellation fee.

After that date, INTERPLAN and the hotel certainly try to resell cancelled rooms/nights but if this is not possible the cancellation fee of the hotel (up to 100 % of the room rate for the period booked) will be charged to you/your company in addition to the cancellation fee of INTERPLAN (EUR 20,00). Either the paid deposit will not be paid back or the given credit card may be charged directly by the hotel.

Please also be aware that in case of a later arrival or an earlier departure (i.e. lost room nights) some hotels will charge for the total number of nights booked, if the rooms cannot be resold.

Modifications after August 24, 2009 will be charged with EUR 10,00 (incl. 19 % VAT) in the name and for the account of INTERPLAN.

Credit card guarantee:

The guest guaranteeing her/his hotel reservation by credit card herewith entitles INTERPLAN to forward the data of the credit card to the hotel as a guarantee for the room reservation. A deposit is not required – the full stay has to be paid directly at the hotel, as the card won't be charged in advance.

Data Protection

Our company handles all personal data according to the laws of § 4 under the Federal Data Protection Act. For your registration to the above mentioned congress/fair the collecting, saving and processing of your personal data is imperative. This is done solely as a means to the organisation and completion of the event. Your data will only be passed onto a third party, who is directly involved with the running of the Congress/Fair and when the organisational procedure makes this necessary (operator, hotel). The legislator requires us to obtain your consent. The registration to this congress/hotel booking is not possible if we do not get this.

I hereby declare my consent that all the information made by me to my person within the handling of the above mentioned congress is filed, saved, processed and the demands made above can correspondingly be passed onto a third party.