



International Map Trade Association

Book before 17 May 2010 to receive this exclusive rate.

After this date, the rates and accommodation will be subject to availability.

Reservation Details (please use block letters)

Guest Name:	
Arrival Date:	
Email Address:	

Please note Check-in time is 2pm

Contact Number:	
Departure Date:	
Adults/Children:	

Please note Check-out time is 11am

Hotel use only

Confirmation number:	Confirmed by:
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Credit Card Details (Guarantee Only - payment on departure) Room Only Charge to credit card

Room and Breakfast charge to credit card

Other (please specify) -----

American Express

Diners Card

JCB

MasterCard

VISA

Bankcard

Credit card number:		Expiry date:	
Name on Credit card:		Signature:	

Room Preference (please tick)

Single <input type="checkbox"/>	Double <input type="checkbox"/>	Twin (2x double beds) <input type="checkbox"/>	
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Please note that an additional \$60 applies for a third person/rollaway. A rollaway bed is not permitted in the twin room.

Room Type (please tick)

Standard Queen	<input type="checkbox"/> \$175.00 Incl. breakfast for 1 <input type="checkbox"/> \$195.00 Incl. breakfast for 2
Standard Double Double	<input type="checkbox"/> \$195.00 Incl. breakfast for 2

Please note bookings are subject to availability and room preferences are on a request basis only.

We are holding rooms from 17 - 19 June 2010 (inclusive). Please contact the group organiser for details. Any reservations made outside the allocated dates will be subject to rate change and availability.

Please note that a 1.5% transaction fee will apply when paying via credit card

**Please fax your reservation request to:
 Group Reservations Co-ordinator
 Novotel Melbourne on Collins
 F: 03 9667 5805
 E: H1587-RE1@accor.com**

We will confirm your reservation by return fax/email

Terms and Conditions

All rates quoted are per room per night and are inclusive of GST and are only valid for bookings received.

A credit card number must accompany this registration form. Without a pre-paid deposit or credit card number, the room will not be guaranteed.

A credit card must also be provided at the time of check in for pre-authorisation. If a credit card is not presented, a cash deposit equal to the full Accommodation plus \$100 per night as guarantee.

Any amendments/cancellations require a minimum of **14 days advance notice**. A cancellation charge of one night's accommodation will be billed for reservations cancelled without the required notice or in the event of a non-arrival.

Please note that this card is used for a guarantee only and payment is to be made directly on checkout, unless chargeback is specified above.

If a third party will be paying for the room, we require an authority to be submitted with a photocopy of the back and front of the credit card showing the signature of the cardholder. We observe these security procedures to protect you from the unauthorised use of your credit card.

Check-in at the hotel is after 2:00pm. If you are to arrive before this time it is possible that you will not be able to gain access to your room.