

## CONFIRMATION

<b>To</b>	: Ms Huong	<b>Hotel</b>	: MÖVENPICK HOTEL HANOI
<b>Company</b>	: MTA Exhibition HN	<b>Reservation Tel No.</b>	: +84 4 38 22 28 00/0904867227
<b>Fax No.</b>	:	<b>Fax No.</b>	: +84 4 38 22 27 89
<b>Tel No.</b>	: Huong.tran@moevenpick.com	<b>Dates</b>	:
<b>No of pages</b>	: 1 / 1		

Dear Ms. Huong,

Thank you for your choosing the MÖVENPICK HOTEL HANOI. We are pleased to confirm the details of your reservation as follows:

<b>Guest Name(s)</b>	: Mr/Ms	<b>Reservation Number</b>	:
<b>Arrival Date</b>	: 26-04-16	<b>Arrival Transfer By:</b>	:
<b>Departure Date</b>	: 28-04-16	<b>Arrival Flight / Time</b>	: /
<b>Number &amp; Room Type</b>	: 1 / Superior single	<b>Departure Transfer By</b>	:
<b>Number of Adult/Child</b>	: 1/0	<b>Departure Flight / Time</b>	: /
<b>Daily Rate (US\$)</b>	: US\$ 100.00++	<b>Guaranteed By</b>	:

Room rate quoted is in US\$ per room night, which is excluded to 5% Service Charge and 10% Government Tax.

### **Inclusion: Breakfast and internet**

### **Billing instruction: Personal account**

### **Cancellation and No-Show Policy**

The above reservation(s) is/are currently being held on a guaranteed basis. In the case of late cancellation less than 24 hours prior to arrival, or a no-show, one night will be charged.

Non-guaranteed reservation will be released after 4 pm on arrival date. For arrival later than 4 pm, booking must be guaranteed with a credit card number or company stamp. Any cancellation of guaranteed bookings within 24 hours prior to arrival date or no-show will be charged for one (1) night.

### **Airport Transfers:**

Our airport representative will personally welcome you at the arrival lounge holding the Mövenpick Hotel Hanoi signage. Please be advised that on occasion the airport has been known to inaccurately display the arrival area. Therefore, if you could not find our airport representative in your exit gate please look for her at the only other gate which is only 100meters away, or alternatively you can call our Hotel concierge for your assistance at the Hotel number +84 4 3 8222 800 (Extension number 4).

### **Check in and Check out Policy**

The hotel's check-in time is 14:00 hrs and check-out time is 12:00 noon. Should you require using your room before or after these hours please inform us in advance. Early arrived or late check out requirements may be arranged subject to availability and minimum charge.

Hotel reserves the right to obtain settlement of the bill prior to check out should total amount of spending exceed VND 21.500.000 . Kindly confirm the details by sending a signed copy of this confirmation to our Reservation Department via e-mail hotel.hanoi.reservation@moevenpick.com or fax +84 4 38 22 27 89. You may reach us through Tel +84 4 38 22 28 00 for any additional requirements.

We look forward to welcoming you to MÖVENPICK HOTEL HANOI and wish you a pleasant stay.

Sincerely yours,

Tran Thu Huong  
Reservations Department

Agreed to guarantee by / Company Stamp

Signature & Company Stamp

Date: