

## **Travel Information and Registration**

### **Traveling/Accommodation/Optional Tour**

To assure you can enjoy the best of your stay in Hong Kong, “**Many Way Travel Service**” has been appointed as the **ONLY** authorized local travel agent to handle the above for your convenience.

### **Many Way Travel Service**

Address Room 902 Loke Yew Building,  
50-52 Queen’s Road Central,  
Hong Kong

Contact Ms. Monica Tsui  
Ms. Maggie Lee

Telephone (852) 2311 1326

Fax (852) 2311 1331

Email [moni@manywaytrvl.com.hk](mailto:moni@manywaytrvl.com.hk)  
[maggie@manywaytrvl.com.hk](mailto:maggie@manywaytrvl.com.hk)

## **Recommended Hotel Information**

### **Novotel Century Hong Kong Hotel**

Rate Per Night HK\$ 830

Room Type Standard Single/Twin

Breakfast American Breakfast inclusive in room rate

Address 238 Jaffe Road, Wanchai, Hong Kong

Tel. (852) 2598 8888

Fax (852) 2598 8866

Website <http://www.accorhotels-asia.com>

Grading 3 Stars

Distance from HKCEC 15 minutes walking distance

### **The Wharney Hotel**

Rate Per Night HK\$ 530

Room Type Standard Single/Twin

Breakfast HK\$ 80 per person

Address 57-73 Lockhart Road, Wanchai, Hong Kong

Tel. (852) 2861 1000

Fax (852) 2529 3282

Website <http://www.wharney.gdhotels.net>

Grading 3 Stars

Distance from HKCEC 15 minutes walking distance

**Renaissance Harbour View Hotel**

Rate Per Night	HK\$ 1080
Room Type	Standard Single/Twin
Breakfast	American breakfast inclusive in room rate
Address	1 Harbour Road, Wanchai, Hong Kong
Tel.	(852) 2802 8888
Fax	(852) 2802 8833
Website	<a href="http://www.marriott.com/dpp/PropertyPage.asp?MarshaCode=HKGHV">http://www.marriott.com/dpp/PropertyPage.asp?MarshaCode=HKGHV</a>
Grading	5 Stars
Distance from HKCEC	5 minutes walking distance

*\*All rates quoted above included 10% service charge and 3% government tax*

**Reminders**

- Deadline date of room reservation is 31st October 2003.
- Reservation form can be return either by Internet email, fax or airmail to Many Way Travel.
- Concession room rate for this Event is available at this stage, unless confirmed; room rates are subjected to change with no further notice.
- Limited hotel room spaces are still available at this stage, you are advised to make and confirm your hotel reservation at your earliest convenience.
- Delegates submitting their reservations should signify their email, fax or airmail envelopes by the remark of "**Business of Design Week 2003**".

## Delegates Registration Details

### Personal Data

Title  Mr.  Mrs.  Ms

Last Name \_\_\_\_\_ (as appeared on name badge)

First Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Language  English  Putonghua  French  Japanese  
 Other (Please specify) \_\_\_\_\_

### Arrival, Departure and Pick-up Information

Arrival Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Arrival Flight Number \_\_\_\_\_

ETA\* \_\_\_\_\_

Departure Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Departure Flight Number \_\_\_\_\_

ETD\* \_\_\_\_\_

\*ETA *Estimate Time of Arrival*

\*ETD *Estimate Time of Departure*

### Accommodation Information

Hotel  Novotel Century Hong Kong Hotel  The Wharney Hotel  
 Renaissance Harbour View Hotel

Room Type Request  Single  Double  Twin (Two Single Beds)

Check-in Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Check-out Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Special Requests  Smoking  Non-smoking  Connecting

**Optional Sight Seeing Tours Information**

Tour Code	Tour Names and Programs	No. of Person	Fare HK/USD	Date
A	Deluxe Hong Kong Island Tour (DS1)			
B	The Heritage Tour (DS135)			
C	Ocean Park Tour (DS15)			
D	Aberdeen and Harbour Night (DS13)			
E	Pearl by Night Tour (DS119)			
F	Harbour Cruise			
G	Seafood Dinner Sunset Cruise (Lei Yue Mun) (DS138)			

Tour Guide Language Preferred  English  Putonghua

**Payment Method**

**Credit Card**

Credit Card  Visa  MasterCard  American Express  
Card Number \_\_\_\_\_  
Name on Card \_\_\_\_\_  
Expiry Date \_\_\_\_\_  
Signature \_\_\_\_\_

**Bank Draft and /or Bank Transfer**

Payable to **“Many Way Travel Service”**

Name of Bank The Hongkong and Shanghai Banking Corporation Limited (Harbour City Branch)  
Account Number 004-491-5-015681  
Account Holder Many way Travel Service  
Address Shop C33, 3<sup>rd</sup> Floor, Ocean Centre, 5 Canton Road, Kowloon, Hong Kong  
Telephone number (852) 2735 8088

Name of Bank Hang Seng Bank (Head Office)  
Account Number 024-280-0-732477  
Account Holder Many way Travel Service (Wholly owned by Man y Way Ltd.)  
Address No.83 Des Voeux Road, Central, Hong Kong  
Telephone number (852) 2198 5804

**Registration Fee**

- A. Delegates from People’s Republic of China  
Fee includes Hotel Accommodation Fullboard + Transfer  
(Excluding Optional Tour A, B, C, D, E, F, G)  
HK\$ \_\_\_\_\_ or USD\$ \_\_\_\_\_
- B. Oversea Delegates  
Air Ticket HK\$ \_\_\_\_\_ or USD\$ \_\_\_\_\_  
Hotel Accommodation HK\$ \_\_\_\_\_ or USD\$ \_\_\_\_\_  
Optional Tour \_\_\_\_\_ HK\$ \_\_\_\_\_ or USD\$ \_\_\_\_\_

### **Reminders**

- To secure Hotel Room space, all reservations should be accompanied by payment in **FULL**.
- Participants and delegates of the forum should settle their incidental account with the hotel directly upon their check-out.

### **Refund and Cancellation**

- All cancellations for accommodation should be submitted in writing to “Many Way Travel Service”.
- Bank and any additional related service charges incurred during the process of cancellation will be identified and deducted from the refund amount.
- For administrative reason, all refunds will only be made after the Event.
- Should cancellation be deemed to occur due to uncontrollable reasons, delegate will be required to enforce his/her cancellation with supporting document/s.
- Refund policy

Cancellation before 1 <sup>st</sup> November 2003	10% penalty of total room night charges will be involved.
Cancellation after 1 <sup>st</sup> November 2003	50% penalty of total room night charges will be involved.
Cancellation after 15th November 2003	Full payment forfeit base on the total duration of stay (non-refundable)