



Ms Cindy Xie - Reservations Department

Grand Hyatt BeijingBeijing Oriental Plaza, 1 East Chang An Avenue
People's Republic of China

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International Labor Law Committee Midyear Meeting**April 14 – 17, 2008****Grand Hyatt Beijing Reservation Form****RESERVATION DETAILS**

Check-in Date: _____ Arrival Flight: _____ ETA: _____
 Check-out Date: _____ Departure Flight: _____ ETD: _____
 Last Name: _____ First Name: _____
 Company: _____ Title: _____
 Booking Contact: _____ Phone: _____
 Fax: _____ Email: _____

<u>Room Type</u>	<u>Rate</u>	<u>Number of Rooms</u>	<u>Number of Adults/Children</u>
Grand Room	Single RMB2280 Double RMB2460	_____	/
Grand Deluxe Room	Single RMB2630 Double RMB2810	_____	/

Preference: Smoking Non-smoking Extra bed available at RMB165 Twin
 Loyalty Program: Gold Passport # _____ Frequent Flyer (Airline / FF#): _____

Remarks: _____

- All rates quoted are subject to 15% surcharge on a per room per night basis.
- King, Queen and Twin beds are available for Grand Room. King Bed is available only for Grand Deluxe Room.
- Rates are inclusive of buffet breakfast at Made In China on lobby level for Grand Room and Grand Deluxe Room.
- If the specific room type is full, we will reserve the next category of rooms available.
- Preferences indicated are not on guaranteed basis but subject to availability.

TRANSPORTATION

Limousine Transfer Required: Audi A6 between the Beijing Capital Int'l Airport and the Hotel can be arranged at RMB550 per car per way. Arrival Departure

RESERVATION GUARANTEE

A credit card guarantee is required at the point of reservation. Any non-guaranteed reservations will automatically be released by Friday, March 07, 2008 without prior notice. Please note that any cancellations of guaranteed reservations made after Friday, March 07, 2008 will be charged to the given credit card for the whole duration reserved.

Guaranteed by: Credit Card: AMEX / Diners / JCB / Mastercard / Visa _____
 Cardholder's Name: _____ Signature: _____
 Credit Card Number: _____ Expiry Date: _____

TERMS AND CONDITIONS

- To enjoy the room block of International Labor Law Committee Midyear Meeting, this form is required to reach the hotel by Friday, March 07, 2008.
- Reservation received thereafter will be confirmed subject to availability at prevailing rates.
- Check-in time is after 14:00hrs. Check-out time is before 12:00hrs. For any guests who would like immediate guaranteed access to their rooms prior to 14:00hrs check-in time, the room should be reserved from the previous evening. This will incur an additional one-night accommodation charge.
- Any no-show on the specified date of arrival or early check-out on the specified date of departure will be charge for the whole duration reserved as cancellation fee.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.