



OIL & GAS ASIA 2022

DATE : TUESDAY, 13 SEPTEMBER - THURSDAY, 15 SEPTEMBER 2022

TO SUBMIT RESERVATION FORM BY/ BEFORE (MONDAY, 29 AUGUST 2022), thereafter rooms are subject to availability

Form type selection: New Booking, Amendment, Cancellation

Contact information form including To, From, E-mail, Fax, and Tel fields.

Guest's Information

Guest details form including Mr/Ms/Mrs/Dr, Last Name, Given Name, Designation, Company Name, Address, etc.

Reservation Requirements

Room selection and arrival/departure details form.

Guest's Preference (subject to availability upon check-in)

Guest preferences form including Smoking, Location, and Bed type options.

Payment Instructions

Payment information form including credit card details and cardholder name.

Cancellation Policy:

- 1. Room rates quoted above are applicable two (2) day pre & two (2) post after the official conference date...
2. Cancellation less than FOURTEEN (14) days, hotel will automatically charge the entire duration of stay...
3. Any no show on the scheduled date of arrival, Hotel will automatically charge the entire duration of stay...
4. Any early departure or shorten stay must be informed FOURTEEN (14) days prior to arrival date...

Guest Rooms - Terms & Conditions

- 1. Hotel Check-in and check-out time are 1500Hrs and 1200Hrs respectively.
2. Requests for early check-in will be subject to space availability, however, to guarantee early check-in, the room must be reserved for the night prior to the guest's arrival with 1 full night charge
3. Requests for late check-out is subject to room availability. The rate chargeable shall be at 50% off group rate accorded & full rate is chargeable for check-out after 1800Hrs.
\* Airport transfers is available upon request. An additional 50% midnight surcharge imposed for hire between 2330hrs and 0600hrs for all above rates
\* An additional RM50.00+ imposed for any pick up within Hotel (max. 3km) before proceeding to airport (KLIA / KLIA 2 / Subang Sky Park). Baby seat is available at RM50.00+ per seat.
\* Cancellation less than 4 hours (except coach) prior to the pick up time will be charged in full.
\* Extra bed is chargeable at RM105.00+ (RM111.30 nett) per unit per day (not inclusive breakfast)
\* All rates quoted are in Ringgit Malaysia and are exclusive of prevailing taxes. Rates may be revised without prior notice. Price Shown in Bracket are inclusive of 6% SST