**BEST WESTERN PREMIER Incheon Airport Hotel**

**RESERVATION FORM**

**(Special rates for 57th DGCA Conference - APAC)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Booker Details*** | | | | | | | | | | | | | | |
| **First Name** | | |  | | | | **Last Name** | | | | |  | | |
| ***Guest Details*** | | | | | | | | | | | | | | |
| **First Name** |  | | | | **Last Name** | | | | |  | | | | |
| **Nationality** |  | | | | **Contact No.** | | | | |  | | | | |
| **E-mail Address** |  | | | | | | | | | | | | | |
| ***Hotel Reservation*** | | | | | | | | | | | | | | |
| **Check-in date** | |  | | | | **Check-out date** | | | | |  | | | |
| **No. of guests** | |  | | | | **No. of rooms** | | | | |  | | | |
| **Arrival flight No.** | |  | | | | **Departure flight No.** | | | | |  | | | |
| ***Type*** | | | | | | | | ***Rate*** *(10% VAT is included)* | | | | | | |
| ***Week*** | | | | | ***Weekend*** | |
| **Premier Double (Queen size 1 bed)** | | | | | | | | **KRW 88,000** | | | | | **KRW 100,000** | |
| **Deluxe Twin (Double 1 bed + Single 1 bed)** | | | | | | | | **KRW 88,000** | | | | | **KRW 100,000** | |
| **Breakfast (per a person)** | | | | | | | | **KRW 16,800** | | | | | | |
| ★Breakfast (Buffet) served 06:30 ~ 10:00 at PATIO restaurant in 1st floor. | | | | | | | | | | | | | | |
| ***Special Request*** | | | | | | | | | | | | | | |
| Early Check-in | | | | | | | Late Check-out | | | | | | | |
| Before 10:00 | | | 10:00 ~ 12:00 | | | | 13:00 ~ 16:00 | | | | | After 16:00 | | |
| 100% Charge of One night | | | 50% Charge of One night | | | | 50% Charge of One night | | | | | 100% Charge of One night | | |
| ★You can check-in from 14:00 and have to check-out at 12:00. | | | | | | | | | | | | | | |
| ★ Extra charge will be added for requesting early check-in and late check-out. | | | | | | | | | | | | | | |
| ***Payment Information*** | | | | | | | | | | | | | | |
| **Credit Card Type** | | | | VISA Master AMEX Diners JCB | | | | | | | | | | |
| **Credit Card No.** | | | |  | | | | | **Expired date (YY/MM)** | | | | |  |
| **Other Payment** | | | |  | | | | | | | | | | |
| The credit card information is used only to guarantee your reservation, and not for any other purposes. Providing credit card information does not constitute an actual payment. Payment will be processed at the time of check-out. | | | | | | | | | | | | | | |

**Cancellation Policy**

Terms and Conditions None guaranteed reservations will be held until 18:00pm on the day of arrival. After 18:00pm, rooms are subject to availability unless guaranteed by guest’s credit card. Requests for bed-type, non-smoking, early arrival is subject to availability.

One night’s charge will be levied for guaranteed reservations when guest does not show up or reservations are cancelled on the arrival date. If you want to CANCEL above reservation(s), please feel free to contact us by three (3) days before your arrival date.

**Contact No. +82-32-743-1000, Fax. +82-32-743-1004, E-mail. bw@airporthotel.co.kr**