



**ITMA Exhibition Barcelona**  
**22 – 29 September 2011**

**PLEASE RETURN THE COMPLETED AND SIGNED FORM TO:**

**Barcelona Business Pass – ITMA Exhibition Department**  
 C/Aribau 191, 2º 2ª – 08021 Barcelona (SPAIN)  
 Tel.: +34 93 550 03 95 - Fax: +34 93 414 17 86  
 E-mail: [itma2011@beinbeyond.com](mailto:itma2011@beinbeyond.com)  
[www.itma2011.beinbeyond.com](http://www.itma2011.beinbeyond.com)

**ACCOMMODATION BOOKING FORM FOR GROUPS**  
**(15 room reservations or more)**

**CONTACT DETAILS (please complete in CAPITAL letters)**

<b>Company Name:</b>		
Address:		
Postal Code:	City:	Country:
<b>Main Contact</b> (First name, surname):		
E-mail (main contact):		
Telephone:	Mobile phone:	Fax:

**HOTEL PREFERENCE**

In view of the important number of required reservations, please select a choice of 3 hotels in order of preference. Please endeavour to separate your choices into different categories or location to ensure that we can offer you the best options available.

Please refer to the list of available hotels, as per [www.itma2011.beinbeyond.com](http://www.itma2011.beinbeyond.com)

1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:	3 <sup>rd</sup> choice:
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Please be aware that your request will be subject to availability and can only be confirmed once the deposit payment, corresponding to 5% of the total hotel reservation cost, is received.

**BOOKING DETAILS**

**Total number of rooms needed:** \_\_\_\_\_

Room Type*	Number of Rooms	Room Category	Dates	
			Arrival	Departure
Single Room				
Double Room				
Twin Room				

\* **Single:** 1 large bed for single occupancy; **Double:** 1 large bed for double occupancy; **Twin:** 2 separated beds for double occupancy

**BE CAREFUL:**

The City of Barcelona is very popular. To avoid last minute difficulties of non availability, for the exact dates that you will require, your reserved **arrival** and **departure** dates have to be very accurate. We strongly recommend that you **reserve your flight well in advance.**

### HOTEL BOOKING POLICY & DEADLINES

Return the completed form together with the appropriate deposit to Barcelona Business Pass (see company's details above).

**Minimum stay:** Please remember that you might be committed to a night minimum stay (according to the discounted rate that you have selected online and which is linked to a minimum stay). A **deposit**, corresponding to 5% of the total hotel reservation cost, is requested to secure your hotel reservation.

**From September 2009**, an additional 10% deposit payment is requested. In total 15% of the reserved room allotment is paid by then.

**From December 1<sup>st</sup> 2010**, an additional 35% deposit payment is requested. In total 50% of the reserved room allotment is paid by then.

**From April 1<sup>st</sup> 2011**, an additional 35% deposit payment is requested. In total 85% of the reserved room allotment is paid by then.

**From June 1<sup>st</sup> 2011**, an additional 15% deposit payment is requested. In total 100% of the reserved room allotment is paid by then.

The client is committed to the percentage of the allotment corresponding to the deposit paid at each stage (as mentioned on the schedule above). Any reduction above the committed percentage at the date of reservation will be charged in full. The deposit cannot be refunded in case of partial or total cancellation, as per the above schedule.

**Cancellations** shall be communicated to Barcelona Business Pass in writing via email at the following address: [itma2011@beinbeyond.com](mailto:itma2011@beinbeyond.com) or by fax on +34 93 414 17 86. Cancellations will be confirmed within 24 hours. Penalties may apply. Telephone cancellations are not accepted as valid.

**I hereby confirm that I have well read and approved the Hotel Booking Policy above:**

**Name of responsible:** \_\_\_\_\_ **Signature (compulsory):** \_\_\_\_\_

### RESERVATION MODIFICATIONS

Changes and modifications can be requested online at [www.itma2011.beinbeyond.com](http://www.itma2011.beinbeyond.com) with your booking references. **All changes** shall be communicated in writing to Barcelona Business Pass. Received changes will be confirmed without charge by Barcelona Business Pass within 24 hours maximum and are subject to availability.

### DEPOSIT PAYMENT OPTIONS

By **Cheque in Euros**

Payable on a Spanish Bank to Barcelona Business Pass (BBP) and send to:  
Barcelona Business Pass – ITMA 2011 Exhibition  
C/ Aribau, 191, 2º 2ª - 08021 Barcelona (SPAIN)

By **Bank transfer**

To Barcelona Business Pass (*bank charges are payable by applicant*)  
Bank La Caixa – Avenida Diagonal, 530 - 08006 Barcelona (SPAIN)  
Bank Account: 2100-3060-5922-0176-8043 – IBAN: ES55 2100 3060 5922 0176 8043 - SWIFT/BIC: CAIXESBBXXX

By **Credit Card**

Credit Card Type:  American Express  Eurocard/Mastercard  Visa

Credit Card Nº: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date (MM/YY): \_\_\_\_ / \_\_\_\_

Security Code: \_\_\_\_ (security code number – 3 last digits on the back of the card; for American Express 4 digits on the front of the card)

**I hereby authorise Barcelona Business Pass to charge the indicated credit card for the requested deposit:**

**Name of cardholder:** \_\_\_\_\_ **Signature (compulsory):** \_\_\_\_\_