Email: IAEE@Elevcon.com or Fax: +44-8701-300790

Accommodation Form

ELEVCON 2012 USA

DEAUVILLE BEACH RESORT Miami Beach, Florida

Due to the high season, hotels are heavily booked during this period.
Please return this form to: Katrin Pust, Elevcon Reservation Center at your earliest convenience
by fax: +44-8701-300790 or by Email: iaee@elevcon.com

Surname	First name
Company Name	
Tel / Cellular	Country
Fax	E-mail

CREDIT CARD AUTHORIZATION

Name of Guest	First name
Arrival	Departure
Cardholder name	
Cardholder billing address	

Cardh Type ☐ VISA ☐ MasterCard ☐ Discover card ☐ Diner's Club

Credit Card Number

Expiration Date

I AUTHORIZE THE FOLLOWING USES ON MY CREDIT CARD
ALL CHARGES ROOM & TAX ONLY
ROOM & TAX & RESORT FEE INCIDENTALS
OTHER

Please charge the following amount

*** LEGIBLE IMPRINT OR PHOTOCOPY OF THE FRONT AND BACK OF THE CREDIT CARD ALONG WITH A COPY OF YOUR DRIVER'S LISCENCE IS REQUIERED***

CARDHOLDER SIGNATURE

HOTEL USE
POSTING AGENT:_____ DATE:_____

AMOUNT:_____ APPROVAL CODE: _____:

We, the undersigned order hotel accommodation *as detailed below:*
(please check on the website www.elevcon.com for further details regarding the hotel. Select the type of room: ***(mark X)***
For ___ rooms (if names are already final please detail:
Names of participants:

☐ **sgl** ☐ **dbl**

Room Type	**Single/Double Rate**
☐ Bay City View	$139
☐ Ocean View	$169
☐ Ocean Front Balcony	$199
☐ Suite	$239

_____ ***nights SGL / DBL*** **(circle) from ___ May to ___ May 2012**

all accommodation rates
are on room only bases and do not include breakfast

Conditions & Payments

1. **All payments will be settled directly with the hotel, Taxes will be added to above prices.** Hotel room rates are subject to all applicable state and local taxes, currently at 13%. To guarantee your reservation, please enter your Credit Card details above. A deposit equivalent to one night accommodation will be charged to your credit card one month prior to arrival. Final payment will be collected by the hotel at a later date.
2. The Elevcon Reservation Center will **NOT process your credit card**. Your form will be forwarded to the hotel and all financial arrangements will be settled between yourself and the hotel. The Elevcon Reservation Centre acts just **as intermediary** in order to assist you with your reservation. Therefore, the Elevcon Reservation Center has no responsibility for any dispute, or inconvenience with the hotel, and is not liable in any way for payments, reimbursements or any other financial arrangements. All inconveniences should be settled between the guest / company and the hotel directly.
3. This hotel was arranged by IAEE **for your comfort** and will keep a certain number of rooms reserved for Elevcon until early April 2012

As deadline. Deadlines and cancellation fees apply as mentioned in the hotel description. The **DEAUVILLE BEACH RESORT Miami Beach, Florida** Hotel will charge at least one night cancellation fee for cancellations after **11 April 2012.** For cancellations after **17 April 2012** the hotel reserve the right **to charge cancellation fees for the whole period reserved by guests.** This regulation also applies to guests who are shortening their stay after before mentioned deadlines. Your reservation including credit card number will not be processed by the IAEE, but will be given to the hotel. IAEE is just an intermediary between the guest and the hotel and has no responsibility for any arrangement between guests and the hotel. One month prior to arrival the hotel may charge 1 night deposit. Final payment should be collected by the hotel at a later date. All prices include breakfast and taxes.

CHECK-IN: 4:00 PM. Hotel will make reasonable efforts to accommodate early arrivals.
CHECK-OUT: 11:00 AM. If any guest remain in their rooms after 12:00 PM, Hotel will assess a $10 per hour charge for each room continued as occupied. If any guest remain in their rooms after 6:00 PM, Hotel will assess a full day charge for each day that the guest remains in their room. The aforementioned full day rate will be assessed at the then highest rate and may be applied at the sole discretion of the Hotel.
Bellman/Baggage Handling: At Guest Discretion / Recommended $5.00 per room.
Maid Service Gratuities: At Guest Discretion / Recommended $2.00 per room, per day. **An additional $10** per person per night, plus tax, shall be charged for the third and fourth persons staying in the room. There may not be more than four people in a guestroom.

NAME **DATE**

SIGNATURE