

Please complete and return this form by email to:
Email: **Reservations.01484@marriott.com** and **Nguyen.Binh@sheraton.com**
Tel: 84 24 3719 9000

Rooms to be reserved for the participants of **Vietnam Business Summit 2023 | SEMI Southeast Asia**

- Guest / Company name:.....
- Check in date: Check out date:

Room Type	Rate	Quantity
Single	VND 3,400,000	
Double	VND 3,900,000	

The above rates are subject to 7% service charge and 8% VAT

Rates include

- Daily Buffet Breakfast
- Complimentary Wifi at the hotel lobby and in room
- Two complimentary bottles of water each day
- Complimentary use of Fitness center

Check-in & Check-out

- Hotel check in is at 15:00 and check out is at 12:00. If you require access to rooms prior to 15:00 and departure after 12:00, other charge policy shall be applied.
- Early check-in:
 - Before 9AM: 100% room rate
 - After 9AM: 50% room rate
- Late check-out:
 - Until 18:00: 50% room rate
 - After 18:00: 100% room rate

Important Note

- Cancellation policy after booking confirmed is as below:
 - 14 days or greater: 1st night to be charged
 - Within 13 days to arrival: full charge for all cancelled nights
- No-show: full stay shall be charged

Airport Transfer

VEHICLE	AIRPORT / WAY	Pick up	Drop off
Mercedes E Class (max. 2 pax & luggage)	VND 1,295,000	Date: Flight number: ETA:	Date: Flight number: ETD:
Mini Van – 16 seats (max. 8 pax & luggage)	VND 850,000	Date: Flight number: ETA:	Date: Flight number: ETD:

The above rates are subject to 7% service charge and 8% VAT

Guest's Signature

Date :