

# LANOMS - 2005

## HOTEL RESERVATION FORM



**Sheraton Porto Alegre**  
HOTEL

Reservations  
Sheraton Porto Alegre Hotel  
Rua Olavo Barreto Viana, 18 Moinhos de Vento, Porto Alegre - RS, Brazil  
Tel +55 51 2121 6015 / Fax +55 51 2121 6020  
E-mail: [reservation@sheraton-poa.com.br](mailto:reservation@sheraton-poa.com.br)  
Web: [www.sheraton-poa.com.br](http://www.sheraton-poa.com.br)



PLEASE RETURN THIS FORM TO THE SHERATON PORTO ALEGRE

PLEASE RETURN THE 2 PAGES - FAX NO: +55 51 2121 6020

### A. Address and communications details *(please complete ALL sections)*

Family name				* Mr/Mrs/Ms/Dr/Ing.
Given names				
Company				
Postal Address				
Congress:	<b>4th Latin American Network Operations and Management Symposium</b>			
Telephone:	Country Code	Area Code	No:	
Fax	Country Code	Area Code	No:	
E-mail				

### B. Accommodation required

Date of arrival		Superior Room (sgl) – USD 79 + Taxes	
Date of departure		Superior Room (dbl) – USD 89 + Taxes	
If you have any special requirements, please indicate here.			

### C. Guarantee by credit/charge card

*(please check or fill applicable boxes)*

Name of Cardholder <i>(exactly as on card)</i>		Type of card (Visa, Diners, etc.)	
Card number – CVV / Security code		Expiry Date (mm/yy)	
Cardholder signature		Security Code	

**Note of agreement:** I authorize to charge the expenses of the reservation in the credit card above. This charge authorization refers to 01 night per room of the mentioned reservations to guarantee the rooms in case of no-show or cancellation after our policy (dead line: august 1<sup>st</sup>).

### Confirmation of booking To be completed by the Hotel.

Reservation Agent			
Date of arrival		Date of departure	
Superior (single occupancy)		Superior (double occupancy)	
Reservation Code:		Signature on behalf of the Hotel	

# Hotel Reservation Information

## Room Rates

**Superior Room Single - USD 79** per room / night

**Superior Room Double- USD 89** per room / night

**NB: Rates and rooms categories subjects to our availability.**

**Special Rates valid only from August 28 to September 3 / 2005, and for LANOMS 2005 participants.**

**10% service tax, 5% of ISSQN and USD 0,50 tourism tax not included  
In rates above.**

**Buffet Breakfast included**

**Check-in 3pm, check-out noon**

## How to Book

To book a room, simply complete the Hotel Reservation form and return to the Sheraton Porto Alegre until 15 days after the solicitation (**02 pages signed**). After this date, not guaranteed rooms will be released back to the Hotel. You will then not be certain of being able to reserve a room and the above rates cannot be guaranteed.

## Confirmation

The hotel will confirm the booking by returning the confirmation slip from the bottom of the form, establishing a contractual relationship between the hotel and the guest.

**Note: Only guaranteed reservations will be returned and confirmed!**

## Amendments / Cancellation

If, after making a hotel booking, you change your planned date of arrival, you **MUST** inform the Hotel direct. If you fail to arrive on the date that the hotel expects you, or if you cancel your reservation after **AUGUST 1<sup>ST</sup>**, you will be charged the 1<sup>st</sup> guaranteed night occupancy and the room may be released to another customer.

Agreed: \_\_\_\_\_

## Location



**PLEASE RETURN THE 2 PAGES SIGNED – FAX 55 51 2121 6020**