



The XXVI BPW International Congress
POWER TO MAKE A DIFFERENCE
 Mexico City, Mexico, 24-28 October 2008



**GRAN MELIA MEXICO REFORMA
 HOTEL ACCOMMODATION REQUEST**

Name/ Nombre _____ Last Name /Apellidos _____

Company /Empresa _____

Address/Dirección _____

Zip Code/ Código Postal _____ City/Country/ Ciudad/País _____

Telephone/Teléfono _____ Fax _____

E-mail _____

Arrival Date/ Fecha de Llegada _____ Estimated Time /Hora Estimada _____

Departure Date/ Fecha de Salida _____

ROOM TYPE/ TIPO DE HABITACIÓN

Room Category/ CATEGORIA	Rate/TARIFA	# of Rooms /Nº de Habitaciones
Standard deluxe Single/Double Rooms	\$ US 110.00	
Single Royal Service	\$ US 270.00	
Single Junior Suite *	\$ US 300.40	
Master Suite *	\$ US 435.00	
Extra person (limited availability) only 15 rooms	\$ US 50.00	

* Compartido con: Name _____ Apellidos _____

* Shared with: Name _____ Last Name _____

OBSERVACIONES/COMMENTS _____

Rate conditions:

* Rates and categories are subject to availability

* 15 % VAT could be waived if the legal requirements are completed

* Requirements for VAT exemption:

- 1) Immigration form (Copy)
- 2) Passport (Copy)
- 3) Payment must be done through foreign form, this can be credit card, wire transfer, check.

* These group rates will apply three days before and after the confirmed group dates.

*** Gratuities are mandatory:**

- Portage Fee USD\$3.00 per check in per person (in & out inclusive)
- Maid gratuities USD\$2.50 per room per night

The check out time is 12:00hrs the check in time is 15:00hrs



Gran Meliá México Reforma

 Hotel, Convention Center & Spa



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FORMA DE PAGO para Garantizar la Reserva / FORM OF PAYMENT to Guarantee the Reservation

Tarjeta de Crédito/Credit Card Visa _____ Amex _____ MasterCard _____

Nº de Tarjeta/Card Number _____

Fecha Caducidad/Expiration Date ____/____

One night stay will be charge to individual's credit card while reserving at hotel. The remaining nights will be charge at arrival.
(One night charge is not refundable if the client cancel it's reservation 120 days prior arrival)

Transferencia Bancaria/Bank Transfer _____

WIRE TRANSFER:

CITIBANK F.S.B. FLORIDA
401 ARHTHUR GODFREY RD.
MIAMI BEACH, FL 33140

ABA – ROUTING NUMBER : 266086554

SWIFT CODE : CITIUS33

BENEFICIARY NAME : BEAR, S.A. DE C.V. – DBA – HOTEL MELIA MEXICO REFORMA

ACCOUNT NUMBER : 3200441556

Send copy by fax to Abraham Serna CXC Gran Melia Mexico Reforma Phone 52 55 51 28 50 79 or

email: cxc@melia-mexico.com.mx

SEND THIS FORM TO: RESERVATIONS DEPARTMENT

Tel. (52 55) 50 63 10 00 ext. 5297 y 5997, Fax. (52 55) 51 28 50 27, Fax (52 55) 51-28-50-28

E-mail: reservas3@melia-mexico.com.mx, reservash@melia-mexico.com.mx, or sfavela@melia-mexico.com.mx

(Also add with this form credit card copy both sides, ID copy both sides or wire transfer copy)

Favor de agregar copia de la tarjeta de crédito por ambos lados, identificación oficial o copia de latransferencia

Signature & Name/Firma y Nombre _____ Date/Fecha _____

Hotel address: Paseo de la Reforma No. 1 PB. Col Tabacalera 06030 México DF

Phone number: (52 55) 50 63 10 00 Fax: 52 55 51 28 50 50

Reservation Cut-off date/ Fecha Límite de Reserva September 24th 2008, at 5:00 p.m. Central Time Zone

Cancellation policy/Políticas de cancelación

One night's stay will be billed directly to the client's credit card as a cancellation charge up to 120 days before the arrival date (not refundable)

120 días antes de la llegada cualquier cancelación aplicará el cargo equivalente a una noche (no reembolsable)

07 days prior, two night's stay will be billed directly to the client's card as a cancellation charge

07 días antes de la llegada cualquier cancelación de habitaciones tendrá un cargo de 2 noches a su tarjeta de crédito

No-show: Two (2) nights charge will be applied to guest's credit card

