



GLOBAL IP CONVENTION 2012

5-8 January 2012, India Habitat Center, New Delhi

TERMS AND CONDITIONS & PAYMENT PROCEDURE - ACCOMMODATION

IMPORTANT NOTES

- Above room tariffs are on per room / per night basis.
- Check in and Check out time at the hotel is 12:00 noon. In case of early arrival, room (s) to be booked from previous day for immediate occupancy.
- Cut off date for securing confirmed accommodation is 15th December 2011, later than this the rooms will be subject to availability
- Rooms can be booked by paying 01 night as advance payment till 1st Dec, later than this full advance will be required to hold the room on confirmed basis
- In case of any increase in tax amount by the Government, the revised tax amount will be applicable and will be payable by the guest.
- Rooms will be allotted on a first come first serve basis and are subject to availability at the time of booking with the Official Conference Managers & Travel Coordinators.
- All payment should reach the Official Conference Managers & Travel Coordinators along with the hotel accommodation form to secure the room(s) on confirmed basis.
- All refunds, if any, will be made within 30 days after the completion of the Conference.

COST INCLUSIONS

- Room rent per night and 12.5% Luxury tax on published tariff and 0.63% VAT on special tariff wherever applicable.
- Daily Buffet breakfast in the designated restaurant by the hotel

COST EXCLUSIONS

- Any transportation as Airport pick up and drop, shuttle etc.
- Tips / Laundry / Meals not mentioned / Room Service / Mini bar
- Any other services not mentioned under the head 'Cost Inclusions'
- Government Service Tax @ 2.58%

CANCELLATION POLICY

Cancellations received before 60 days prior to check in date	No cancellation charges
Cancellations received between 60 – 30 days prior to check in date	One night room retention will be charged
Cancellations received between 30 - 15 days prior to check in date	Minimum one night room tariff or 25% of the total billing whichever is higher would be charged as retention.
Cancellations received less than 15 days prior to check in date	Full retention (no refund will be made)