



Hotel Booking & Payment Form

Please complete this form and return it by email to exhibitor@ctmslondon.co.uk or fax it to **+44(0) 20 7117 45 26**. Please note we do not process any orders without pre-payment.

Name of Exhibition		Seafood Russia 2008				City		Moscow			
GUEST NAMES (as it appears in their passport)											
1.	First / Given Name			Middle Name		Surname / Family Name			Title (Mr / Mrs / Miss / Ms)		
2.											
3.											
4.											
HOTEL PREFERENCES											
1.			2.			3.					
DATES and ROOM TYPE											
Guest No.		Check-in Date		Check-out Date		No. of Nights		Room Type (single / twin / double)			
1.											
2.											
3.											
4.											
PAYMENT — CARD HOLDER DETAILS											
Name						Fax					
Telephone						E-mail					
Billing Address											
CARD NUMBER											
Valid from Date						Expiry Date					
3-4 digit Security Code						Card Type		VISA <input type="checkbox"/> Maestro <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/> Amex <input type="checkbox"/>			
CHARGES											
		£		I authorise you to debit my card having read and understood the charges being made. By signing this form I agree to CTMS's terms & conditions (available on request). A 3% credit card surcharge applies for settlement by credit card; debit cards, cash & bank transfers do not incur this charge. This amount will be charged in CAD (CTMS Toronto Canada process this payment) converted on the day and shown on your statement as "Corporate Travel". CTMS is an abbreviation of Corporate Travel Management Solutions.							
BOOKING FEE GBP 35.35 (INCL. OF VAT) PER ROOM		£									
NO. OF NIGHTS X NO. OF ROOMS											
TOTAL		£									
Card Holders Signature:						Date:					
If you prefer to pay by bank transfer our bank details are: Barclays Bank, 180 Oxford St., London W1D 1EA Account name: CTMS Ltd, Account No.: 60401382 IBAN: GB21BARC20060560401382, SWIFT: BARCGB22						Please inform us once you have sent your bank transfer so we can watch for its arrival. Please ensure all bank charges are paid for; the amount shown above must reach our account without any deductions.					