



**China Venture Capital Annual Forum 2009- December 8-10, 2009**  
**Grand Hyatt Shanghai Room Reservation Form**  
**Valid from Sunday, December 6, 2009 to Friday, December 11, 2009**

**Please type and send back to Grand Hyatt Shanghai before Friday, November 6, 2009**  
**Email: [groupservice.ghshanghai@hyatt.com](mailto:groupservice.ghshanghai@hyatt.com) or Fax: 86-21-50498382**

**( Please fill in with proper casing )**

<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	First Name _____	Family Name _____
Company _____		
Title _____	Email _____	
Tel _____	Fax _____	
Address _____		
_____		Country _____

**Arrival and Departure Info**

Check in date _____	Flight _____	ETA _____
Check out date _____	Flight _____	ETD _____

**Room Reservation**

Room Preference	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-Smoking
<b>Grand Room</b>	<input type="checkbox"/> CNY 1,300 +	<b>Grand River View Room</b> <input type="checkbox"/> CNY 1,600 +

- The above room rates are subject to 15% surcharge. Room assignment will be subject to first come first served basis & availability.
- The above room rates are inclusive of ONE buffet breakfast at Grand Cafe. Additional breakfast is available at CNY 208+15% service charge per person at Grand Café
- All the above rates are valid for single or double occupancy. Extra beds in Grand Room are available at CNY 168 plus 15% service charge for guest above the age of 12 years old.

**Airport Transfer**

Transfer Required	<input type="checkbox"/> Arrival Pick up	<input type="checkbox"/> Departure Transfer
Audi A6	<input type="checkbox"/> Hong Qiao Airport @CNY450	<input type="checkbox"/> Pudong Airport @CNY650
S320 Mercedes Benz E240	<input type="checkbox"/> Hong Qiao Airport @CNY500	<input type="checkbox"/> Pudong Airport @CNY700
S320 Mercedes Benz S320	<input type="checkbox"/> Hong Qiao Airport @CNY650	<input type="checkbox"/> Pudong Airport @CNY980

One-way rate per car @ 3 persons max. Airport transfer may only be confirmed with flight details.

**Passport Details**

Passport No _____	VISA No _____
Date of Issue & Validity _____	Place of Issue _____

**Credit Card Details**

Credit Card No. _____	Expired Date _____
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> DC	Authorized Signature _____

**Hotel Use Only**

Reservation confirmed by _____	Reservation No. _____
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Reservations should be made directly with Grand Hyatt Shanghai by returning this form via email to [groupservice.ghshanghai@hyatt.com](mailto:groupservice.ghshanghai@hyatt.com) or fax to +86 21 5049 8382 on or before **Friday, November 6, 2009**. Any reservation request after this date will be subject to room availability basis. Also, any cancellations after 3pm hotel time 24 hours prior to arrival, no shows or early departures will result in one night charge. This fee will automatically be charged to the credit card given as guarantee.

The above credit card number will serve to guarantee the room reservation and authorize Grand Hyatt Shanghai to charge. Hotel rooms are available for guest check-in after 2:00PM. Check out time is 12:00 noon. Please also note that hotel reserves the right to release all non-guaranteed guestrooms, i.e. rooms with no guest details, arrival and departure dates and credit card or company letter guarantee.

For any questions on room reservations, please contact:  
 Group Service, Grand Hyatt Shanghai  
 Tel: +86 21 5049-1234 Ext 8377 | Fax: +86 21 5049-8382 | Email: [groupservice.ghshanghai@hyatt.com](mailto:groupservice.ghshanghai@hyatt.com)  
 Ms. Suzi Wang, Events Manager, Grand Hyatt Shanghai  
 Tel: +86 21 5047-1234 Ext 8371 | Fax: +86 21 5047-1156 | Email: [suzi.wang@hyatt.com](mailto:suzi.wang@hyatt.com)