

**CONGRESS RESERVATION REQUEST**  
**INTERNATIONAL FEDERATION OF UNIVERSITY WOMEN - August 1<sup>st</sup> 11<sup>th</sup>, 2010**  
**CODE # 297097**

Nombre/Name \_\_\_\_\_ Apellidos/Last Name \_\_\_\_\_

Empresa/Company \_\_\_\_\_

Dirección/Address \_\_\_\_\_

Código Postal / Zip Code \_\_\_\_\_ Ciudad y País \_\_\_\_\_

City & Country \_\_\_\_\_

Teléfono/Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Fecha de Llegada /Arrival Date \_\_\_\_\_ Hora Estimada/ Estimated Time \_\_\_\_\_

Fecha de Salida/Departure Date \_\_\_\_\_

**1ST OPTION**

**TIPO DE HABITACIÓN/ROOM TYPE EARLY BOOKING SPECIAL OFFER** (all reservations received before May 1<sup>st</sup>, 2010)

CATEGORIA/Room Category	TARIFA/Rate	Supplement	Nºde Habitaciones/# of Rooms
Standard deluxe room single/double occupancy	\$US 113.00		
Junior Suite	\$US 207.00		
Master Suite	\$US 296.00		
Deluxe The Level	\$US 150.00		
Extra Person Supplement	\$US 47.00		

**2ND OPTION**

**TIPO DE HABITACIÓN/ROOM TYPE EARLY BOOKING SPECIAL OFFER** (all reservations received before June 1<sup>st</sup>, 2010)

CATEGORIA/Room Category	TARIFA/Rate	Supplement	Nºde Habitaciones/# of Rooms
Standard deluxe room single/double occupancy	\$US 120.00		
Junior Suite	\$US 220.00		
Master Suite	\$US 315.00		
Deluxe The Level	\$US 159.00		
Extra Person Supplement	\$US 50.00		

**3RD OPTION**

**TIPO DE HABITACIÓN/ROOM TYPE EARLY BOOKING SPECIAL OFFER** (all reservations received before July 1<sup>st</sup>, 2010)

CATEGORIA/Room Category	TARIFA/Rate	Supplement	Nºde Habitaciones/# of Rooms
Standard deluxe room single/double occupancy	\$US 128.00		
Junior Suite	\$US 233.00		
Master Suite	\$US 333.00		
Deluxe The Level	\$US 169.00		
Extra Person Supplement	\$US 53.00		

- The above group rates are quoted in US Dollars, per room, per night.
- Group rates are including, 3% Lodging Tax, portage fee, maid gratuities.
- Subject to applicable taxes 15% VAT.
- After this dates initial contracted rates will apply according to the previous reservation form.

**\*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.

If these requirements are not complete by each guest, "guest will be responsible for the payment of this tax"

\* Compartido con: Nombre \_\_\_\_\_ Apellidos \_\_\_\_\_

\* Shared with: Name \_\_\_\_\_ Last Name \_\_\_\_\_

**OBSERVACIONES/COMMENTS** \_\_\_\_\_

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

Tarjeta de Crédito/Credit Card Visa \_\_\_\_\_ Amex \_\_\_\_\_ MasterCard \_\_\_\_\_

Nº de Tarjeta/Card Number \_\_\_\_\_

Fecha vencimiento/Expiration Date \_\_\_\_/\_\_\_\_

Transferencia Bancaria/Bank Transfer \_\_\_\_\_ (Incluir los datos/Include data) \_\_\_\_\_

Otros/Others \_\_\_\_\_

**Fecha Límite de Reserva/Reservation Cut-off date:** 01 July, 2010. The Hotel will continue to accept reservations from your attendees, however, after this date; rooms will be subject to availability and prevailing room rates.

**No show – early departure:** In the event that the date of arrival, the guest is not present, will be the responsibility of the total reserve night.

**ACCEPTANCE OF CHARGE TO THE CREDIT CARD**

Please provide credit card and ID copy both sides by fax.

**Early check in & Late check out policy:**

From 12:00 AM to 12:00 PM	(1) One complete night charge + 17%taxes
From 06:00 AM. until 12:00 PM	US\$50.00 + 17% Tax
Llegadas de 12:00 – 15:00 hrs.	No charge, subject to availability

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Late check out from 13:00 – 15:00 hrs.:	No charge, subject to availability
Late check out from 15:00 – 19:00 hrs.:	US\$50.00 + 17% Tax
Late check out from 19:00 – 23:00 hrs.:	US\$ FULL NIGHT + 17% Tax

**Firma y Nombre/Signature & Name** \_\_\_\_\_ **Fecha /Date** \_\_\_\_\_

**Por favor envíe este documento por fax o e-mail al departamento de reservas / Please send by fax or e-mail to**  
[reservas@melia-mexico.com.mx](mailto:reservas@melia-mexico.com.mx), [ldiaz@melia-mexico.com.mx](mailto:ldiaz@melia-mexico.com.mx), [leopoldo.perez@melia-mexico.com.mx](mailto:leopoldo.perez@melia-mexico.com.mx)