

GLADAC
(Gulf Landscape Architecture & Design Awards & Conference)
20th to 22nd January 2008

Hotel Rates

The below stated rates are applicable for the standard category of rooms at each hotel.

Please choose your preferred hotel and follow the booking procedures described below. Please note that the deadline for hotel bookings is **Saturday 01st December 2007**, after which, rooms and rates will be subject to availability.

3 Star Hotel	Single Room in US\$	Double Room in US\$	Distance from Airport in minutes	Distance from Venue in minutes
Arabian Park - Scheduled Complimentary Airport Transfers available www.arabianparkhoteldubai.com	156	172	15	10
Ibis - Scheduled Complimentary Airport Transfers available www.ibishotel.com	143	156	25	In the Venue
4 Star Hotel				
Al Manzil www.southernsunme.com	267	283	25	10
Qamardeen www.southernsunme.com	267	283	25	10
Majestic www.dubaimajestic.com	222	236	25	15
Novotel - Scheduled Complimentary Airport Transfers available www.novotelhotel.com	236	250	25	In the Venue
5 Star Hotel				
Al Murooj Rotana www.rotana.com	398	415	25	10
Crowne Plaza - Scheduled Complimentary Airport Transfers available www.crowneplaza.com	423	447	25	10
Fairmont www.fairmont.com	450	514	25	10

Exchange rate used: 1 USD = 3.60 AED. **(NB. Exchange rates may vary between hotels)**

The above rates are in US Dollars per night, per room, **inclusive** of all taxes, service charge and daily Buffet Breakfast.

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Hotel Booking Process

Please complete the attached hotel booking form and fax it or email it to DCM:
Dubai Congress Management - DWTC, Tel: +9714 308 6076, Fax: +9714 318 8738
Email: dcm@dwtc.com

An acknowledgement receipt will be sent out within 72 hours, advising that the room is allocated. The hotel will send you your confirmation directly.

B- Cancellation policy

This is applicable if the booking or room night is cancelled within the cancellation period.
100% of the booked period will be charged should the guest depart ahead of the reserved date.

Ibis and Novotel * 31 days prior to the arrival date - No charge * 29 days to 15 days prior to the arrival date - 80% of total stay * 14 days prior & No show - 100% to total stay	Arabian Park * 15 days prior to the arrival date - No charge * 14 days to 01 day prior to the arrival date - 01 night charge * No Show - 100% of total stay
Al Manzil & Qamardeen * 20 days prior to arrival - No charge * 19 days to 03 days prior to arrival - 01 night charge. * 02 days prior & No show - 100% of entire stay.	Majestic * 30 days prior to the arrival date - No charge * 29 days to 10 days prior to the arrival date - 1 night charge * 09 days to 01 day prior to arrival date - 2 nights charge * No show - 100% of total stay
Al Murooj Rotana * 31 days prior to the arrival date - No charge * 30 days to 02 days prior to the arrival date - 01 night charge * 01 day prior to arrival & No Show - 100 % of total stay	Crowne Plaza * 30 days prior to the arrival date - No charge * 29 days to 15 days prior to the arrival date - 25% of total stay * 14 days to 02 days prior to date the arrival date - 25% of total stay * 01 day prior to arrival & No show - 100% of total stay
Fairmont * 30 days prior to the arrival date - No charge * 29 days to 15 days prior to the arrival date - 1 night charge * 14 days to 01 day prior to the arrival date - 2 nights charge * No show - 100 % of total stay	

C- Visa Process

Please note: Visas will not be processed without hotel accommodation.

Should you require a visa to enter Dubai, the visa requirements, the application form and the visa rates will be communicated by the hotel along with the room confirmation. Upon receipt of the application form, please complete it and forward it to the hotel for processing together with a scanned copy of the passport, a credit card authorization form and a scanned copy of both sides of the credit card. **Please ensure that your passport is valid for at least 6 months beyond your intended stay.** Please ensure that the hotel receives all the required documents in time.

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The visa rates applicable are between AED 350 (US\$98) to AED 500 (US\$139) depending on the processing time (Normal process or Urgent process). The visa fees are charged prior to processing and are non-refundable.

The visas are issued at the sole discretion of the immigration authorities, and the visa fees are non-refundable, even if the visa is rejected.

Upon receiving the completed visa application form, requested document copies, the visa fees and the visa security deposit, the hotel will then initiate the visa application process.

In order to maintain the validity of the visa for entry to the UAE, the hotel will apply for the visa around 02 weeks prior to the arrival date. The process should take 07 to 10 working days.

Please note that as per the UAE regulations, all hotels charge a security deposit of AED 5000 (USD 1370) for each visa request. This deposit is refunded once the delegate has left the UAE, and the exit stamp page is faxed to the hotel. Please allow 3 weeks time to the hotel to process this refund **after the receipt of the exit stamp page.**

The following Nationalities do not require visa to enter Dubai and can obtain the entry permit on arrival. GCC residents, Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, Netherlands, New Zealand, Norway, Paraguay, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, United Kingdom, United States of America, Vatican.

For all other citizens, a visa must be obtained prior to arrival in the UAE.

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Hotel Booking Form

Please use **CAPITAL** letters and Fax to +9714 318 8738 or e-mail to dcm@dwtc.com

NB: The deadline for hotel bookings is Saturday, 01st December, 2007.

Hotel Room Reservation Details

Last name: _____ First name: _____
Company: _____
E-mail: (block letters please) _____ Fax # _____

Accompanying Person Details : (if sharing the same room only)

Last name: _____ First name: _____

Visa Requirements

Delegate Nationality: _____ Accompanying Person Nationality: _____
Visa Yes No Visa Yes No

Flight Details

Arriving Flight No: _____ Date: _____ Time: _____
Departure Flight No: _____ Date: _____ Time: _____

Hotel : Please note that hotel bookings are processed only if credit card details are provided. As the hotels are running full occupancy during this period, DCM will not be able to process your request without a credit card to guarantee your room. It is recommended that a credit card number is given to reserve and hold the room, while the hotel awaits the receipt of the full payment 1 month prior to arrival.

First Choice: _____
Second Choice: _____
Check in Date: _____ Check out Date: _____
Number of rooms: _____ Single Room: Double Room :

Please note that check in at all hotels is 1400 hrs and check out is 1200 hrs. Should you want your room to be available upon arrival, please reserve the room from the previous night.

Credit Card Details

I agree that my credit card information, will be forwarded to the hotel for guarantee purposes, and may be charged for the required number of nights, as per the hotel's policy. The balance amount, if any, will be settled directly upon check out.

VISA Master Card Amex

Card Number: _____
Expiry Date: _____
Name of Cardholder: _____

I have read and accepted the hotel room rates, hotel cancellation policy, hotel booking process and visa information.

Date: _____ Signature of card holder: _____

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