



Sheraton
LAKE COMO HOTEL

IDI The International Distribution Institute Project
From 13 to 15 June 2019, Como

RESERVATION FORM (we kindly ask to fill and sign the form and send it to the Hotel by **February 15th 2019**)

Guest (Name and Surname)	
1	
tel.	
e-mail	

Accompany	
2	
3	

n° **Double for single use room € 209**

n° **Double room with king size bed € 229**

n° **Double room with twin beds € 229**

n° **Triple room with rollaway bed € 304**

Rates include 10% Vat & Buffet Breakfast. City tax € 2,50 per person per night to be added

Arrival day:
day/month/year

Departure day:
day/month/year

Special requirements

Reservation is guaranteed with my credit card:

Credit card type	
Owner	
Number	
Expiry date	

Date and Signature of the Guest

Cancellation policies:

- **From signature up to 120 days before the Event date:**

90% of the reservation may be cancelled without penalty; cancellations in excess of 90% a penalty fee will result in a penalty equivalent to 100% of the total estimated expenditure;

- **119-90 days before the Event date:**

50% of the reservation may be cancelled without penalty; cancellations in excess of 50% a penalty fee will result in a penalty equivalent to 100% of the total estimated expenditure;

- **89-60 days before the Event date**

30% of the reservation may be cancelled without penalty; cancellations in excess of 30% a penalty fee will result in a penalty equivalent to 100% of the total estimated expenditure;

- **59-30 days before the Event date:**

15% of the reservation may be cancelled without penalty; cancellations in excess of 15% a penalty fee will result in a penalty equivalent to 100% of the total estimated expenditure;

- **29-15 days before the Event date:**

5% of the reservation may be cancelled without penalty; cancellations in excess of 5% a penalty fee will result in a penalty equivalent to 100% of the total estimated expenditure;

- **14-7 days before the Event date:**

3% of the reservation may be cancelled without penalty; cancellations in excess of 3% a penalty fee will result in a penalty equivalent to 100% of the total estimated expenditure;

- **6 days and up to the Event date:**

the whole cost of the reservation will result in a penalty equivalent to 100% of the total estimated expenditure;

- **No shows: will be charged the whole cost of the reservation;**

We kindly ask you to send this reservation form, filled and signed , directly to:

events@sheratonlakecomo.com

For any further information, please contact us: tel: 031 5161; fax: 031 516600