

HYATT REGENCY HOTEL

ROOM RATE INCLUDES:

- Lodging on a single occupancy basis. Additional guests are charged at US\$35.00 per night
- WIFI
- Breakfast (Buffet).
- 2 bottles of water per night, each room.
- Check in is at 15:00hrs / Check out is at 12:00hrs



RESERVATION:

- The attendee must reserve using the IFEAT booking link as provided
- The attendee must complete the online booking form with the personal information and payment is acceptable BY CREDIT CARD ONLY.
- The attendee must pay the first night accommodation and guarantee the reservation for the duration of the stay by providing their credit card data to the hotel. The rest of the nights, along with the any additional consumptions will be paid during the Check-out.
- Each IFEAT delegate will be responsible for the costs of their room, extras and any damage that may be caused to the property of the hotel.

Cut Off Date – Individual Reservations

30 Days Before The Check-In Date
 29 Days To 20 Days Before Check-In Date
 19 Days Before The Check-In Date, No Shows And Early Departures

Penalty

No Penalty
 First Night
 100%

HOLIDAY INN EXPRESS

ROOM RATE INCLUDES:

- Lodging on a single/double occupancy basis
- WIFI
- Breakfast (Buffet).
- 2 bottles of water per night, each room.
- Check in is at 15:00hrs / Check out is at 12:00hrs



RESERVATION:

- The attendee must reserve using the Booking Form only.
- The attendee must pay the first night accommodation and guarantee the reservation for the duration of the stay by providing their credit card data to the hotel. The rest of the nights, along with the any additional consumptions will be paid during the Check-out.
- Each IFEAT delegate will be responsible for the costs of their room, extras and any damage that may be caused to the property of the hotel.

Cut Off Date – Individual Reservations

15 days before the Check in Date:
 14 days before the Check in Date:

Penalty

FIRST NIGHT
 100%

PLEASE NOTE:

- All hotels will charge in the local currency of Colombian Peso (COP\$).
- Rates are shown at the current exchange rate from USD to COP (USD\$ 1.00 = COP\$ 2,835)

*Check-in and Check-out Policies for ALL HOTELS:

- The guest agrees to stay on the reserved day. Please verify the details of your reservation before making use of it. **No show: reservations made without appearing at the hotel shall be subject to the charge of all nights at the reserved rate to each individual delegate.**
- **Please refer to the hotel's individual check in /check out times above**
- If you are traveling with your child (ren) under 18 years of age, you must present the identification document of the minor (s) (civil registry), which proves the existence of kinship. If the minor (s) do not travel in the company of their parents, you must hand in at the reception, in addition to the identification document of the minor (civil registry), the parental permission, which must be authenticated by a Notary and accompanied by a copy of the identification document of those who gave the authorization. Without this documentation the accommodation of minors at the Hotel will not be allow. (Law 679 of 2001, Statute to Prevent Sexual Exploitation of Children and Adolescents and its concordant norms).

Group Bookings

The same deposit/cancellation terms as for individual room bookings apply at all hotels. Please note that all rooms must be held under an individual guest name; multiple rooms held under a company name will not be permitted. Any room held under a guest name that is not a registered conference delegate will be released after 7 days.

ESTELAR HOTEL



TERMS AND CONDITIONS



ROOM RATE INCLUDES:

- Lodging
- WIFI
- Breakfast (Buffet).
- 2 Evian bottles per night, each room.
- Check in is at 15:00hrs / Check out is at 13:00hrs

RESERVATION:

- The attendee must reserve using the IFEAT booking link as provided
- The attendee must complete the online booking form with the personal information and indicate the payment method.
- The attendee must pay the first night accommodation and guarantee the reservation for the duration of the stay by providing their credit card data to the hotel. The rest of the nights, along with the any additional consumptions will be paid during the Check-out.
- Each IFEAT delegate will be responsible for the costs of their room, extras and any damage that may be caused to the property of the hotel.

POLICY OF RESERVATION:

Payment Method:

Automatic Payment through Website:

During the registration process, with the credit card information provided by the attendee, the payment will be charged to the registered credit card in a time frame of 72 hours. In case the transaction is rejected, please contact the hotel directly at [pagosenlinea@hotelesestelar.com](mailto:pagosonlinea@hotelesestelar.com).

*Bank deposit:

Account No: 060-419542-18 (Bancolombia)
Account Name: Hoteles ESTELAR S.A., identified with Nit. 890.304.099-3.

Please indicate the reservation number in the deposit and send a copy of the receipt via email to [pagosenlinea@hotelesestelar.com](mailto:pagosonlinea@hotelesestelar.com). Cheques are not accepted.

*Electronic transfer:

Account No: 060-419542-18
Account Name: Hoteles ESTELAR S.A., identified with Nit. 890.304.099-3.

Please indicate the reservation number in the transfer and send a copy of the remittance advice via email to [pagosenlinea@hotelesestelar.com](mailto:pagosonlinea@hotelesestelar.com).

* Guarantee Policy:

The attendee will have 24 hours to guarantee the reservation(s) with any of the established payment method. After this time the Hotel will release the room for resale.

*Cancellation and Modification of individual reservations Policy:

Cut Off Date – Individual Reservations

30 Days Before The Check-In Date
29 Days To 20 Days Before Check-In Date
19 Days Before The Check-In Date, No Shows And Early Departures

Penalty

No Penalty
First Night
100%

*Check-in and Check-out Policies:

- The guest agrees to stay on the reserved day. Please verify the details of your reservation before making use of it. **No show: reservations made without appearing at the hotel shall be subject to the charge of all nights at the reserved rate to each individual delegate.**
- The reservation starts at 15:00hrs on the day of arrival and ends at 12:00hrs (Hyatt) / 13:00hrs (Estelar) on the day of departure.
- If you are traveling with your child (ren) under 18 years of age, you must present the identification document of the minor (s) (civil registry), which proves the existence of kinship. If the minor (s) do not travel in the company of their parents, you must hand in at the reception, in addition to the identification document of the minor (civil registry), the parental permission, which must be authenticated by a Notary and accompanied by a copy of the identification document of those who gave the authorization. Without this documentation the accommodation of minors at the Hotel will not be allow. (Law 679 of 2001, Statute to Prevent Sexual Exploitation of Children and Adolescents and its concordant norms).

HOLIDAY INN EXPRESS

ROOM RATE INCLUDES:

- Lodging on a single/double occupancy basis
- WIFI
- Breakfast (Buffet).
- 2 bottles of water per night, each room.
- Check in is at 15:00hrs / Check out is at 12:00hrs

RESERVATION:

- The attendee must reserve using the Booking Form only.
- The attendee must pay the first night accommodation and guarantee the reservation for the duration of the stay by providing their credit card data to the hotel. The rest of the nights, along with the any additional consumptions will be paid during the Check-out.
- Each IFEAT delegate will be responsible for the costs of their room, extras and any damage that may be caused to the property of the hotel.

Cut Off Date – Individual Reservations

15 days before the Check in Date:

14 days before the Check in Date:

Penalty

FIRST NIGHT

100%



PLEASE NOTE:

- All hotels will charge in the local currency of Colombian Peso (COP\$).
- Current exchange rate is USD \$ 1.00 = COP\$ 2,835

*Check-in and Check-out Policies for ALL HOTELS:

- The guest agrees to stay on the reserved day. Please verify the details of your reservation before making use of it. **No show: reservations made without appearing at the hotel shall be subject to the charge of all nights at the reserved rate to each individual delegate.**
- **Please refer to the hotel's individual check in /check out times above**
- If you are traveling with your child (ren) under 18 years of age, you must present the identification document of the minor (s) (civil registry), which proves the existence of kinship. If the minor (s) do not travel in the company of their parents, you must hand in at the reception, in addition to the identification document of the minor (civil registry), the parental permission, which must be authenticated by a Notary and accompanied by a copy of the identification document of those who gave the authorization. Without this documentation the accommodation of minors at the Hotel will not be allow. (Law 679 of 2001, Statute to Prevent Sexual Exploitation of Children and Adolescents and its concordant norms).

ACCOMMODATION BOOKING FORM

HOLIDAY INN EXPRESS CARTAGENA BOCAGRANDE

Please use a separate form for each delegate. Please complete this form in **BLOCK CAPITALS** and email back to the Holiday Inn Express hotel at **ventashiexctg@oxohotel.com**

The Hotel contact details are: HOLIDAY INN EXPRESS CARTAGENA BOCAGRANDE
Tel. **+57 5 6475200** • email: **ventashiexctg@oxohotel.com**

DELEGATE DETAILS

Family Name: _____ Given Name: _____
Title: Mr / Mrs / Ms / Dr _____ Nationality: _____
Birth date: _____ Passport number: _____
Company: _____
Billing Street Address: _____

City: _____
Postal Code: _____ Country: _____
E-mail Address: _____
Tel: _____

HOTEL ACCOMMODATION

Arrival Date: _____
Departure: _____
No of Nights _____
HOLIDAY INN EXPRESS includes breakfast. It does not include local tax (19%)
Room type: Standard room for single occupancy Double Occupancy
(Bed & Breakfast) COP 300.000 COP 300.000
There is an overnight accommodation tax of COP 3,500 per person per night
TOTAL ACCOMMODATION: COP _____
Note: Check-in only from 15h00.

PAYMENT DETAILS

I authorize the Hotel Holiday Inn Express to deduct a (non-refundable) deposit of COP _____ from my credit card, equivalent to the charge of one night per reserved room. A deposit of one night accommodation is required in order to secure your reservation.

Hotel Cancellation Policy:

- For cancellations made before 15 days prior to the arrival date, no cancellation costs will apply (only the non-refundable deposit).
- For cancellations made on or after 15 days prior to the arrival date, a 100% deduction of the entire stay will be made. I authorize the Hotel Holiday Inn Express to deduct those charges from the below credit card details if they are incurred.
- No shows and early departure will be billed in full. I authorize the Hotel Holiday Inn Express to deduct those charges from the below credit card details if they are incurred.
- In the event that the credit card fails to accept the deductions as detailed above, the Hotel will consider the reservation as not confirmed.



Credit card: VISA MASTERCARD AMEX

Card holders name: _____

Passport no. of cardholder: _____

Card number:

Expiry date: /

Residential address (City): _____

3-digit security code (4 digits for Amex):

Signature: _____

I agree to the above terms and conditions

Note: Credit card payment will be taken in COP currency at the prevailing rates of exchange

Group Bookings:

Any company wishing to book multiple rooms for a group of registered delegates, please email the hotel directly to **ventashiexctg@oxohotel.com**. Please allow up to 72 hours for a reply and note that any requests are subject to availability.

Please note that all rooms must be held under an individual guest name; multiple rooms held under a company name will not be permitted. Any room held under a guest name that is not a registered conference delegate will be released after 7 days.