



Sigma Conference

Booking Form



Please Complete form in BLOCK CAPITALS

If you would like to join us in Thailand 2012, please complete this booking form in full and send it to sigma who will invoice you for non-refundable deposit of £725 per person. Places at the conference are available on a first come first served basis. Confirmation of your booking will be sent to you upon receipt of signed booking form and deposit. Terms & Conditions of your booking are overleaf.

Name of person booking:		Business Address:
Daytime phone number:		
Mobile phone number:		
Email address:		

DETAILS OF ALL PASSENGERS TRAVELLING (please include details of the person booking if they are travelling):

	First name (as on passport)	Surname (as on passport)	Title	Date of Birth (DD/MM/YY)	Room Type: (Double, Twin, Triple, Single)	Shirt size (S, M, L, XL, XXL)
1				/ /		
2				/ /		
3				/ /		
4				/ /		

PLEASE COMPLETE THIS SECTION (Continuation)

	Passport number	Date of Issue	Expiry Date	Nationality	Birthplace	Dietary Requirements
1		/ /	/ /			
2		/ /	/ /			
3		/ /	/ /			
4		/ /	/ /			

TRAVEL INSURANCE - It is a condition of travel that you have fully comprehensive travel insurance.

Would you like a travel Insurance quote from Citibond Travel? Yes / No	Please complete this section if you already have travel insurance.
	Company insured with:
	Policy number:

SELECT YOUR CONFERENCE PACKAGE (11 - 19 FEB 2012)

Please tick one option

CP1. Conference Package One: 5 nights Phuket + 1 night Bangkok (All inclusive) or

CP2. Conference Package Two: 6 nights Phuket (All inclusive)

What would you prefer at the hotel? Smoking room or Non-smoking room

CONFERENCE PACKAGE PRICE FOR ONE (CP1) OR TWO (CP2):	Price per person	Number of people	Total Price
Adult ages 12+ (CP1 or CP2)	£1725		£
Child ages 2 - 11 years sharing with two adults (max 1 child)	£1130		£
Child ages 2 - 11 years in their own room	£1325		£
Infant below 2 years	£200		£
Room Upgrade in Phuket CP1	£200		£
Room Upgrade in Phuket CP2	£240		£
Single Room Supplement	£405		£
Business Upgrade Supplement - Please call Citibond Travel on 0800 294 4232			
Total Conference Cost for all attendees			£



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EXTENSION OPTIONS IN THAILAND		Meal	No. of Nights	Adult	Child Sharing (max 1)	Child Own room	Single Suppl.	No. of Adult	No. of Child	No. of Single	Total Price
OPTION 1	Phuket a) Before Conference <input type="checkbox"/> b) or After Conference <input type="checkbox"/>	HB	2	£200	£100	£170	£150				£
	Room Upgrade	HB	2	£80	£40	£80	£80				£
OPTION 2	Bangkok a) Before Conference <input type="checkbox"/> b) or After Conference <input type="checkbox"/>	HB	2	£165	£80	£130	£120				£
	Chiang Mai	#	3	£295	£245	£295	£150				£
OTHER POST EXTENSION OPTIONS		Meal	No. of Nights	Adult	Child Sharing	Child Own room	Single Suppl.	No. of Adult	No. of Child	No. of Single	Total Price
OPTION 4	Vietnam Tour*	FB	5	£950	£815	£950	£250				£
OPTION 5	Cambodia Tour*	FB	5	£875	£780	£875	£280				£
OPTION 6	Vietnam & Cambodia Tour*	FB	7	£1280	£1100	£1280	£320				£
OPTION 7	Hong Kong	BB	3	£550	£420	£550	£150				£
<p>Key: AI = All Inclusive / BB = Bed & Breakfast / HB = Half Board / FB = Full Board # As per your itinerary *Surcharges may apply. (Minimum number of people required)</p>											
Total Extension Cost for all attendees											£

Changes in Price

The prices shown above are correct at the time of booking.

We reserve the right to increase the price after booking if any increase in price occurs in respect of:

- (i) air fares or other transport costs.
- (ii) taxes or duties payable, including new taxes introduced by any government.
- (iii) adverse changes to currency exchange rates.



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BOOKING TERMS & CONDITIONS

When you make a reservation you are required to sign the booking form and pay a non-refundable deposit of £725 (per person) to be invoiced on acceptance and balance to be charged in Nov 2011. No retro on the conference charges. If you make a reservation within 60 days of your departure date the full payment must be sent to Sigma. The booking is not accepted until a confirmation invoice has been sent to you. It is only then that a contract exists between you and the event management company Citibond Travel (ATOL.3432). Payment in full is due 60 days prior to departure. Non-payment or late payment may result in your booking being cancelled. Cancellation charges will apply from 60 days prior to departure. Please note: priority for booking will be given to Sigma customers with a min spend of £2 – 2.5K per month.

Conference price Includes:

- Business Programme
- Social Programme
- 5 Nights accommodation at Hilton Phuket Arcadia Resort & Spa
- 1 Night accommodation at Royal Orchid Sheraton Hotel & Towers or 6 Nights accommodation at Hilton Phuket Arcadia Resort & Spa
- Meals: All Inclusive basis (Breakfast, Lunch, Dinner)
- Drinks: Unlimited soft drink & alcohol package
- Return scheduled economy flights from London & domestic flights
- Airport taxes
- All Transfers
- Free Gift Voucher

Excludes:

- Travel to UK airport
- Items of personal expenditure
- Gratuities outside the Social Programme
- Any increase in air related surcharges/taxes
- Any optional Excursions

Itineraries

All itineraries are based on current airline schedules and may be varied or amended to conform to any schedule changes by the airlines. Wherever possible any changes to itineraries will be advised well before departure from the UK.

Alterations to Confirmed Bookings

If you decide to change any part of your arrangements after these have been confirmed to you by the issue of our invoice, we will try to meet your requirements, subject to availability, at an administration charge of £50.

Cancellation by You

Any cancellation by you of a definite reservation must be notified to us in writing and will take effect on the day it is received by us. The following scale of charges will be payable, depending on the number of days the cancellation request is received prior to departure. The initial deposit is non-refundable. Days Prior to Departure Cancellation Charges Payable:

60+ days initial deposit only

31-60 days 60% of total cost

30 days or less 100% of total cost

Once travel has commenced no refund will be made.

Changes to Your Arrangements

We reserve the right to make changes to your arrangements at any time (including flights, accommodation or other arrangements). Such changes are often minor, but if not we will advise you before you depart. If we make material change we will offer you comparable arrangements or a refund of all money paid.

Bespoke Travel Arrangements

Any pre or post travel arrangements can be made directly with Citibond Travel (Tel: 0800 294 4232).

Full terms and conditions will be sent to you by our event organiser Citibond Travel.

I' am over 18 and on behalf of the person listed above by whom I' am authorised to make this booking, that I/we have agreed and understood the booking conditions above. Citibond Travel will send me confirmation of this booking. Any changes/amendments to this booking will be subject to amendment/cancellation charges as outlined in the booking Conditions. I have read the terms & conditions. Please return your completed form by fax to: 0808 280 2173 or send a scan copy to sigma@citibond.co.uk by 30th Sep 2011.

Signed: Date of signature: _____/_____/_____

Contact Details:

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