# OTC BOOKING FORM 2010

*(Each passenger must complete a separate booking form)*

**Package/flight only delegates**

U.K. Domestic Departure Airport *(to link with Heathrow flights)* .....

Name in full exactly as shown on passport

Surname _____ First name _____ Title _____ Position _____

Name for group delegates list, if known by any other christian name, please advise

**Address to which all correspondence should be sent:**

Company Name ..... Address .....

..... Postcode .....

Tel ..... Fax ..... Email .....

**Address for invoice if different from above:**

Company Name ..... Address .....

..... Postcode .....

**Information required by United States authorities for entry to United States** (not required for accommodation only delegates)

Date of birth ..... Gender ..... Nationallity ..... Country of residence .....

Passport number ..... Issue date ..... (Day | Month | Year) Expiry date ..... (Day | Month | Year) Country of issue .....

First night destination address (including zip code) if other than Hilton Houston Post Oak

.....

I consent to this information being forwarded to the Airline concerned for onward submission to the United States Border Control Agency.

*Signature* .....

**All Delegates**

Accommodation Required:

Hilton Houston Post Oak Standard Room ☐ Junior Suite ☐ **Supplement £50 per room per night*

Other Hotel ..... Standard Room ☐

Hilton honours number ..... British Airways Executive Club ☐ Membership No. .....

Transatlantic Flights Seating Preference Aisle ☐ Window ☐ *(tick as appropriate)* All flights are non-smoking

NOTE: Every effort will be made to meet the seating preferences indicated by our delegates, but all such requests must be subject to availability and not guaranteed.

**Flight/Accommodation preference**

Outward Date .....

Homeward Date .....

No of Nights .....

**Class of Travel**

☐ World Traveller

☐ World Traveller Plus

☐ Club World

## DELEGATE REQUIREMENTS

Please tick appropriate boxes against the facilities you wish to make use of or events you wish to attend.

Pre-registration as OTC Exhibition Visitors (£110 approximately per person) YES ☐ NO ☐ *(Exhibitors need not complete)*

'Getting-To-Know-You' Welcome Reception, venue - Hilton Houston Past Oak, Ballroom, Sun 2nd May 2010. (compliments of Sponsors) YES ☐ NO ☐

Farewell Reception
Thursday 6th May - 6.30 pm - 8.00 pm, Venue - Poolside, weather permitting (compliments Hilton Houston Post Oak) YES ☐ NO ☐

CAR HIRE (tick grade required) COMPACT ☐ INTERMEDIATE ☐ FULL SIZE ☐ LUXURY ☐

Car Hire Period Required: DATE FROM ..... DATE TO .....

Pick-up: AIRPORT ☐ GALLERIA ☐

Drop-off: ☐ ☐

Special OTC 2010 fully inclusive rates offered

On behalf of person/s named above I/we accept the booking conditions of Munro's Travel Group as defined in the OTC 2010 brochure and enclose cheque to the value of £..... *(covering deposit of £400 per person named above).*
I understand that this sum will be deducted from the final invoice PAYABLE BY 8th March, 2010.

**Please note if payment is made by credit card a 2.5% service charge will be applied.**

I wish to pay by VISA/MASTERCARD/AMEX/DINERS
I wish to pay by debit card (no service charge)

Please charge the following amount to my Card Account.

Start Date .....

Expiry Date .....

Card No. | | | | | | | | | | | | | | | |

£ ..... Deposit/Full Amount *(If booked after 8th March 2010)* *Signature* .....

Process balance on credit card on 8th March 2010 YES ☐ NO ☐ *Name on Card* .....

*NOTE - Please refer to booking conditions for cancellation fees. Minimum cancellation fee for any reason will be deposit of £400 per person.*

SIGNATURE ..... DATE .....

Cheques to be made payable to MUNRO'S TRAVEL GROUP and sent with Booking Form to:
Group Travel Department, Munro's Travel Group, 267 Union Street, Aberdeen AB11 6BR

**OTC Hotline +44 (0)1224 261865 Fax: +44 (0)1224 261866 Email: conference@munrostravelgroup.co.uk**

ABTA No.45139

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