

# Hotel Reservation Form

## Sheraton Grand Incheon Hotel

**"UN Public Service Forum 2024"**  
2024.06.23 ~26



SHERATON  
EST. 1937

153, Convensia-Road, Yeonsu-gu, Incheon, South Korea  
**Phone: 82-32-835-1000 / Fax: 82-32-835-1369 / Email: Reservation.Incheon@sheraton.com**  
 For Reservation team, Attention to Reservation manager  
**Please Fax to 82-32-835-1369**

### Personal Information

**Reservation can be made up until 10 June 2024**

Last Name:	First Name:	Mr. / Ms.
Company/Organization:		Middle Initial:
Work Phone:	Fax:	
Country code    Area code    Number	Country code    Area code    Number	
E-mail:		

### Itinerary & Room Reservation

Arrival(MM/DD/YY): Estimated Arrival Time: (Check-in: 15:00)	Departure(MM/DD/YY): (Check out: 11:00)
<b>ROOM RATE</b>	
<p style="text-align: center;"><b><u>Deluxe Room (All - Non Smoking Building)</u></b></p> <p><input type="checkbox"/> Room only : KRW 250,000  <input type="checkbox"/> 1 Breakfast inclusive : KRW 275,000</p> <p>* Please mark <b>x</b> which you prefer.                  * The Breakfast charge KRW 30,250 per person.                  * Kindly note that above room rates are subject to 10% service charge and 10% government TAX</p> <p><b><u>General Benefits</u></b>                  * Daily two (2) complimentary bottles of mineral water                  * Complimentary use of the Sheraton swimming pool                  * Link@ Sheraton – Free internet's access at lobby.                  * Complimentary WIFI and internet broadband access</p>	<p style="text-align: center;"><b><u>Club Deluxe Room ( All - Non Smoking Building)</u></b></p> <p><input type="checkbox"/> Club room Single                    <b>KW 300,000</b>  <input type="checkbox"/> Club room Double                    <b>KW 350,000</b></p> <p>* Please mark <b>x</b> which you prefer.                  * All of general benefits mentioned on left                  * Additional 1 person charge KRW 60,500.                  * Kindly note that above room rates are subject to 10% service charge and 10% government TAX</p> <p><b><u>Club Benefits</u></b>                  * All of general benefits mentioned on the left                  * Club Lounge - Operation Hour (8.00am ~ 21.00pm)                  * Complimentary Breakfast (6.30am ~ 10.00am)                  * Evening Cocktail (6.00pm ~ 8.00pm)                  ** Happy hour can be a 2-Part system                  * Complimentary WIFI and internet broadband access                  * Access to Club Lounge with all day refreshment</p>
* Special request if necessary:	* Special request if necessary:

**Please indicate your credit card information to guarantee your reservation.**

<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express <input type="checkbox"/> JCB	
Credit Card Number:	
Expiration Date (MM/YY):	
Cardholder's Name:	
Cancellation Policy	Cancel request after 10 June 2024, 100% Cancellation Penalty will be charged for whole stay reserved.
Signature:	

**Please complete this form and return it directly to hotel by e-mail.**

Contact Person	Phone	Fax	E-mail
Reservation Team	82-32-835-1000	82-32-835-1369	Reservation.incheon@sheraton.com