**ANNEX 1**

WASHINGTON HOTEL AKIHABARA

RESERVATION FORM

WTSA20-1/ASTAP-31(2019. 6.11-15)

Please fill out this form and send to reservation.wtsa\_astap31@gmt.jtb.jp

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Mr. Ms.**  | **Last Name** |  | **First Name** |  |
| **Company** |  |
| **Address** |  |
| **Tel**  |  | **Fax** |  |
| **E-mail** |  | **Passport No.** |  |
| **Check-in** | **Date: Time:** | **Check-out** | **Date: Time:** |
| **Flight No.** |  | **Arrival Time** |  |

### Following hotel rooms are available at special rates. Should you wish to make reservation for your accommodation, please fill in details on this form and email to Washington Hotel Reservation Team for WTSA20-1/ASTAP-31:JTB Global Marketing & Travel Inc,.

### HOTEL

|  |
| --- |
| **WASHINGTON HOTEL AKIHABARA (https://akihabara.washington-hotels.jp/)** 1-8-3 Sakuma cho, Kanda, Chiyoda-ku, Tokyo 101-0025 Japan **Single Room: 15,980JPY**/night with breakfast included (Week Rate) **⬜Early check in (Estimated arrival time at hotel : )** **⬜Late check out (Departure time from hotel : )**\* **The above rates include 8% tax and 10% service charges****\* Free Internet Access** |

## Reservation Guarantee

|  |  |
| --- | --- |
| Card Type |  **⬜** Amex **⬜** Diners **⬜** JCB **⬜** Master **⬜**  VISA |
| Card Holder’s Name: |
| Card No. |  | Exp. Date |  MM/YY ( / ) |
| Signature |  | Date |  |

Please send to:

Washington Hotel Reservation Team for WTSA20-1/ASTAP-31: JTB Global Marketing & Travel Inc,

|  |  |
| --- | --- |
| **JTB** **Global Marketing&Travel Inc,** | **E-mail:** **reservation.wtsa\_astap31@gmt.jtb.jp** **Tel: +81-3-5796-5394**   |

**Cancellation Policy**

~May13 No charge

May14~ 10%

May20~ 30%

Jun3~ 70%

Jun10~ 100%

\*The fee will be charged for the all nights you are supposed to stay.

**Reservation Policy**

* Reservation should be accompanied with a credit card guarantee or one-night deposit by bank draft issued to the hotels. Room deposits and payments are the responsibility of the attendee and will be acknowledged directly by attendee. Guests are responsible for direct payment to JTB, the travel agency for all charges including room and tax except personal incidentals.
* **Check in** time is 14:00 PM and **Check out** time is 10:00 AM.

Above Statement Confirmed by  Signature:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (↑PRINT YOUR NAME)

Confirmed by JTB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmed Returned On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_