

Let's Talk Coffee[®] 2018 Colombia Intercontinental Cartagena Hotel Reservation Form

Thank you for attending Let's Talk Coffee[®] 2018! To reserve your stay at the Intercontinental Cartagena Hotel for Let's Talk Coffee, please fill out this form and email it along with a copy of your passport to Ruby Pérez of the Intercontinental Cartagena: Ruby.Perez@ihg.com. She will confirm your reservation by email after processing the reservation request.

Please note the following about hotel reservations for Let's Talk Coffee[®]:

- Attendees should check in to the hotel on Wednesday, September 19, 2018. The program for Let's Talk Coffee[®] begins Thursday, September 20, 2018.
- Attendees should check out of the hotel on Sunday, September 23, 2018.
- If you are attending the Santa Marta field trip, do not reserve your night of hotel at the Intercontinental Cartagena for Tuesday, September 25 on this form. The Let's Talk Coffee[®] team will book that night of hotel for you after you register for the Santa Marta field trip.
- The preferred Let's Talk Coffee[®] room rate is only available from September 18-24. Hotel bookings outside of these dates will be charged at the standard hotel rate.
- If you elect to share a room with a fellow Let's Talk Coffee[®] attendee, we will manage the roommate selection process to ensure you are matched with someone of the same gender who speaks the same language as you to ensure you have a great event experience.
- Breakfast is included in your hotel reservation. Lunch and dinner during the days of the event (September 20-23) are included in your Let's Talk Coffee[®] registration.
- Hotel check-in begins at 3:00 p.m. You must check-out of your room by noon on the day you are departing.
- If you wish to arrive early, it's recommended that you book the night before your arrival so that you are not restricted by the 3:00 p.m. check-in time.
- If you check-out between noon and 4:00 p.m., you will be required to pay for 50% of the cost of an additional night. If you check-out after 4:00 p.m., you will be required to pay for the full cost of an additional night.
- Prices shown do not include tax.
- No refunds will be provided for hotel cancellations made after August 20, 2018.
- No refunds will be provided in situations where the guest does not show up at the hotel for their stay.
- If this form is not filled out completely and sent with a copy of your passport, the hotel will not be able to process your reservation.

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Intercontinental Cartagena Hotel Reservation Form

Guest Information

First Name: _____ Last Name: _____

Address: _____

City: _____ Country: _____

Zip Code/Postal Code: _____ Phone number: _____

Check-in date: _____ Check-out date: _____

Arrival time: _____ Departure time: _____

Number of nights: _____

Please select your room choice at the special LTC rate (rate applies only to September 18-24)

Double King USD \$66 (+ tax)
-Shared room with another
Let's Talk Coffee® attendee
-Features two king beds

Single, private room USD \$131 (+ tax)
-Features one king bed

Credit Card Information

Name of card holder: _____

Billing Address: City _____ Zip/Postal Code: _____

Country: _____

Card type: Visa Master Card American Express

Card number: _____ Expiration date: _____

Bank that issued the card: _____

Signature of card holder: _____

Important: To successfully process your reservation, don't forget to attach a copy of your passport to this reservation form when you submit it to Ruby. Thank you!