SHERATON
EST. 1937

Please complete and return this form by email, **deadline by 20th July 2025** to:
Email: **Reservations.01484@marriott.com** and **linh.trinh@sheraton.com**
Tel: 84-24-3719 9000 Fax: 84-24-3719 9010
Room to be reserved for the participants of **UNIS Conference Group from 19th to 20th September 2025**
(Ref Quote#:)

- **Guest / School Name:……**
- Check in date: **……** Check out date: **……**

• Room Type	Rate (VND++)	Number Of Rooms Requested
Single Occupancy	VND 3,500,000	
Twins Occupancy	VND 4,100,000	
Extra bed is available upon request, daily rate VND900,000++/night (maximum 2 extra beds per day)		

The above rates are subject to of 7% service charge and 10% VAT tax
(subject to change per Vietnam government policy)

Rates include
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- Daily Buffet Breakfast
- Complimentary Wifi at the hotel lobby and in room
- Two complimentary bottles of water each day
- Complimentary use of Fitness center

Check-in & Check-out
- Hotel check in is at 15:00 and check out is at 12:00. If you require access to rooms prior to 15:00 and departure after 12:00, other charge policy shall be applied.
- Early check-in:
  - Before 9AM: 100% room rate
  - After 9AM: 50% room rate
- Late check-out:
  - Until 18:00: 50% room rate
  - After 18:00: 100% room rate

Important Note
- Cancellation policy after booking confirmed is as below:
  - 60 days or greater: no cancellation fee
  - 59 – 16 days: 1st night to be charged
  - Within 15 days to arrival: full charge for all cancelled nights
- No-show: full stay shall be charged

Airport Transfer

VEHICLE	AIRPORT / WAY	Pick up	Drop off
Mercedes E Class (max. 2 pax & luggage)	VND 1,560,000	Date: Flight number: ETA:	Date: Flight number: ETD:
Mini Van – 16 seats (max. 8 pax & luggage)	VND 1,320,000	Date: Flight number: ETA:	Date: Flight number: ETD:

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---------- Date : ……

Guest's Signature