

## **SMi Group's Hotel Accommodation Booking Service**



To book your accommodations please complete the form on page 2. We will take care of the rest. SMi will ensure that you get the right accommodation at the right price whatever your budget. SMi rates are guaranteed to be lower than those published on the hotel website or any other online booking website. Remember Washington hotels book up very fast so please do not delay completing the booking form. Booking early ensures that you get your first choice hotel.

**Return your form to us via fax or scan it and send it to [events@smi-online.co.uk](mailto:events@smi-online.co.uk). SMi will send you confirmation of your booking**

**\*All rates excluding VAT**

### **Sheraton Pentagon City Hotel**

**Address:** 900 S Orme St, Arlington, VA 22204

**SMi Special Rates From: \$239 USD/night**

# HOTEL RESERVATION FORM

Please complete and return on the following Fax number or E-mail address

Phone: +44 (0) 207 827 6000

Fax: + 44 (0) 207 827 6001

E-mail: [events@smi-online.co.uk](mailto:events@smi-online.co.uk)

## Guest Details

Conference		
Title:	Forename:	Surname:
Company:		Telephone:
Email:		Fax:
Address:		

## Hotel Details

1 <sup>st</sup> Hotel Choice:		2 <sup>nd</sup> Hotel Choice:
Room Type:	Standard	Executive
No of Rooms:	No of Nights:	Smoking Room/Non-Smoking Room:
Arrival Date:		Departure Date:

## Credit Card Details

Please note the below card details are used only to guarantee the room reservation. Upon arrival, the hotel will ask for a physical credit card to swipe and take payment/guarantee any extra charges [room service etc]. If you would like to settle payment prior to arrival, please contact us and we will send you a Credit Card Authorisation Form.

Card Type:	MasterCard	Visa	Amex												
Card Number for guarantee:															
Card Holder Name:		Expiry Date:													
I confirm that I have read and agree to SMi Terms & Conditions of Booking															
Signature:		Date:													

**Terms and Conditions of Booking:** Please note the hotel will charge your credit card directly on departure. If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number. Please check the hotel website for full cancellation Terms and Conditions.