***Hotel Reservation***

The Organizer of the exhibition has negotiated with the nearby hotels to sign the hotel preferential and reservation policies. Exhibitors can make reservations through the Organizer of the exhibition or directly to the hotel. Please send the Hotel Reservation Form to:

*Operation Department,*

*MetalForm China Division,*

*Confederation of Chinese MetalForming Industry*

*10/F Boya Tower C, Zhonguancun Life Science Park, Beiqing Rd., Changping, Beijing 102206, P. R. China.*

*Tel:：+86 10 5305 6669*

*Fax： +86 10 5305 6644*

*Email：[metalform@chinaforge.org.cn](mailto:exhibition@chinaforge.org.cn)*

**Tips:**

Exhibitors can book the recommended hotels by themselves. Please contact the Operation Department of MetalForm China Division of CCMI for reservation methods.

**Hotel Reservation Form**

Company: Booth No.:

Address: Post Code: Tel:

Resp. Person: Cell Phone: Fax:

Email:

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| **Hotel Name** | **Gust Name** | **Type of Room** | **Quantity** | **Price** | **Check in** | **Check out** |
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| Other Services |  | | | | | |

**Tips:**

1. Please make sure to write down your contact information for us to contact you. This page is not enough and can be copied.

2. Please fill in the above form, send by fax or email to:

*Operation Department,*

*MetalForm China Division,*

*Confederation of Chinese MetalForming Industry*

*10/F Boya Tower C, Zhonguancun Life Science Park, Beiqing Rd., Changping, Beijing 102206, P. R. China.*

*Tel:：+86 10 5305 6669*

*Fax： +86 10 5305 6644*

*Email：*[*metalform@chinaforge.org.cn*](mailto:exhibition@chinaforge.org.cn)

3. We will reply the hotel confirmation form to you within 1 day after receiving the fax or email. After receiving the confirmation form, the hotel reservation is successful.

4. If the room without any guarantee, you arrive at the hotel later than 18:00, please inform the hotel in advance, otherwise, the hotel may cancel the reservation.

5. If you want to book more than 5 rooms, you need to book directly with the hotel. You may be asked to pay in advance for the one- night room fee. Please pay directly for the hotel you have reserved.

6. If there is no room in the hotel you booked, the Organizer of the exhibition will suggest you to choose another hotel, and you can assist in booking only with your consent.

7. The Organizer of the exhibition has the right to refuse to provide services due to the too short booking time (6 days before the date of the exhibition opening).