

HKIA Annual Dinner 2019 – Table Reservation

THEME	Bauhaus 100		
DATE	13 January 2020, Monday	TIME	Cocktail: 6:30pm - 7:30pm Dinner: 7:30pm - 11:00pm
VENUE	Grand Ballroom, Grand Hyatt Hong Kong, 1 Harbour Road, Hong Kong		

TABLE RESERVATION FORM

Please reply by **13/12/2019, Friday**

To: HKIA Secretariat (Ms. Ellie Mak)

By Post (19/F, One Hysan Avenue, Causeway Bay, Hong Kong.)

By Fax (2519 6011)

By Email (bia@hkia.net)

Member's name/ Company name:			
Membership no.: <small>(for reservation by HKIA Member)</small>		Contact person:	
Email:		Tel.:	

We would like to make reservation of table(s) of the HKIA Annual Dinner 2019.

	<u>Table category</u>	<u>Unit rate</u>	<u>No. to reserve</u>	<u>Sub-total</u>
Table reservation	<input type="checkbox"/> Ringside Table	HK\$29,800		HK\$
	<input type="checkbox"/> Standard Table	HK\$24,800		HK\$
	<input type="checkbox"/> Individual Seats at Standard Table	HK\$2,100		HK\$
			Sub-total:	HK\$

We would also like to place advertisement at the HKIA Annual Dinner 2019 programme booklet:

	<u>No. of page</u>	<u>Regular rate</u>	<u>Exclusive rate for members / companies reserving table(s)</u>
Advertisement	<input type="checkbox"/> One full inner page	HK\$8,000	HK\$4,000
	<input type="checkbox"/> Two side-by-side inner page	HK\$15,000	HK\$7,500
	<input type="checkbox"/> Inner page of front cover	HK\$24,000	HK\$12,000
	<input type="checkbox"/> Inner page of back cover	HK\$20,000	HK\$10,000

PAYMENT	By Cheque	Cheque No.: _____ Bank: _____
		Amount: _____
		Payable to "HKIA Services Limited".

Important notes

- Please return your completed reservation form to the HKIA Secretariat by fax (2519 6011) or email (bia@hkia.net), attn. to Ms. Ellie Mak by **13 December 2019, Friday**.
- Please furnish your payment by cheque payable to "HKIA Services Limited" to HKIA (19/F, One Hysan Avenue, Causeway Bay, Hong Kong) by **13 December 2019, Friday**.
- Tables will be allocated on a first-come-first served basis.
- Allocation of table would only be processed with complete reservation, i.e. duly completed and signed reservation form plus payment cheque.
- For reservations of more than 1 table, allocation of the second or more tables would depend on the overall table reservations of the banquet.
- HKIA has the final decision on table(s) allocation.
- No refund will be made once the booking is confirmed.

Signature & Company chop		Date	
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