



RESERVATION CALL IN FORM  
TAGLaw & TIAG Conference  
(The Appleton Group, Inc.)



Please fill out the guest's details below

Guest's Last Name	
Guest's First Name	
Check-in Date	
Arrival Flight / ETA	
Arrival airport pickup required *	
Check-out Date	
Departure Flight / ETD	
Departure airport pickup required *	
Contact Number	
Email id.	
Company Name	
Designation	
Special Information – Dietary requirements, Allergies, etc	
Additional Comments	

\* Should you choose to receive an Airport Transfer our Concierge will get in touch with you arrange for the same

Accommodation Details

Room Type	Deluxe Guest Room
Rate per Night	US\$ 295
Rates are subject to additional tax of 14.45%	
Rates are based on single or double occupancy	
Rates are applicable for all guests attending the conference from 29 <sup>th</sup> April 2013 to 11 <sup>th</sup> May 2013	
Check in time : 15:00	
Check out time : 12:00	
Guest may check into the hotel after 3pm on the arrival date and checkout of the hotel no later than 12 noon. Guests arriving earlier than 3pm will be checked in as soon as rooms become available. Should a guest want to guarantee an early check-in they may book the reservation from the night prior to check-in.	
<b>Booking Policy:</b> Booking should be made latest by <b>17:00 EST on the 2<sup>nd</sup> April 2013</b> . Bookings post this time will be taken <b>subject to availability</b> on our <b>publically available rates</b> . The hotel is holding a fixed room block for this specific event. Should the guest room block be filled prior to the cutoff date and additional room requests will be taken <b>subject to availability</b> on our <b>publically available rates</b>	

Reservation Guarantee

The reservation will be held guaranteed <b>only</b> on receipt of a <b>Credit Card Number</b> or <b>entire stay advance deposit</b> .		
Guaranteed by	<input type="checkbox"/> AMEX <input type="checkbox"/> Diners <input type="checkbox"/> JCB <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Cardholder's Name		Expiry Date:
Credit Card Number		

Cancellation/Amendment Policy

No-shows, Amendments and cancellations for individual reservations received within twenty-four (24) hours of the arrival date and time (3:00 PM EST) will be subject to a retention fee equivalent to one night's guest room or suite accommodation tariff plus applicable taxes.
---

I have read the above terms and conditions and accept them.

Guest signature:		Date:	
------------------	--	-------	--

Please send in the completed form to [taj.boston@tajhotels.com](mailto:taj.boston@tajhotels.com) or Facsimile: +1 617 536 1335