

**MULTILATERAL TRADE  
NEGOTIATIONS  
THE URUGUAY ROUND**

RESTRICTED

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Special Distribution

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Trade Negotiations Committee

Original: French

BRUSSELS MINISTERIAL MEETING  
COMMUNICATION FROM THE GOVERNMENT OF BELGIUM

The attached communication has been received from the Government of Belgium, with the request that it be circulated to members of the Trade Negotiations Committee.

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URUGUAY ROUND

Brussels Ministerial Meeting

3 - 7 December 1990

Communication from the Government of Belgium



1000 Bruxelles, le  
Rue des Quatre Bras, 2, 6<sup>e</sup> étage  
Tél. (02) 516 83 11

Dear Madam,  
Dear Sir,  
Dear Colleague,

As you know, the URUGUAY ROUND's final session will be held in December in Brussels, in the International Conference Centre in the Parc des Expositions. The Belgian Government will be very pleased to welcome you there.

My colleagues and I trust that the following information will be helpful in planning your stay in the most efficient and pleasant way.

The aim of our logistical organization is to fully contribute to the success of the final discussions. Therefore, any suggestions that you may have will receive our careful attention.

I am looking forward to meet you soon.

Yours sincerely,

Robert URBAIN  
Minister of Foreign Trade.

PROGRAMME

Friday, Saturday, Sunday (30 November, 1 and 2 December)

Arrival of delegations at Brussels National Airport (Zaventem); aa bus shuttle service to hotels will be provided on Saturday and Sunday.

Registration and preparation of Meeting passes for members of delegations and the press at the Brussels Exhibition Centre (Parc des Expositions), from 09.00h to 18.00h.

Meeting rooms available at the Brussels Exhibition Centre as from Saturday 09.00h for possible multilateral meetings; reservations handled by the GATT Secretariat.

Sunday, 2 December

18.00h - 20.00h Reception for all delegates, journalists and accompanying persons offered by the Belgian Government, Musée de l'Art Ancien, 3, rue de la Régence, 1000 Brussels. Transport by bus will be provided from the main hotels.

Monday, 3 December

09.30h Presentation of Heads of delegation to His Majesty King Baudouin, Hall 10.

10.00h Opening addresses, Hall 10.

10.30h - 13.00h Plenary meetings of the Trade Negotiations Committee,  
15.00h - 18.00h Hall 10.

20.00h Dinner offered by the Minister of Foreign Trade, Mr. R. Urbain, to Heads of delegations, Palais d'Egmont, Rue des Laines, 1000 Brussels.

Tuesday, 4 December

10.00h - 13.00h\* Meeting of the Trade Negotiations Committee, Brussels Exhibition Centre, Hall 10.

13.00h Reception in honour of Heads of delegations and their spouses offered by the Mayor of Brussels, Mr. Brouhon, Brussels City Hall, Hôtel de Ville, Grand-Place, 1000 Brussels. Vehicle entrance Rue Tête d'Or.

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\* Tentative timetable

- 15.00h - 18.00h\* Meeting of the Trade Negotiations Committee, Exhibition Centre, Hall 10.
- 18.00h Reception offered by the President of the Council and the President of the Commission of the EEC to Heads of delegation at Château Val Duchesse, Boulevard du Souverain 259, 1060 Brussels.
- 20.00h Concert offered by the French and Flemish Communities of Belgium at the Théâtre du Residence Palace, 155 rue de la Loi, 1040 Brussels. All delegates, journalists and accompanying persons are invited. Transport by bus will be provided from the main hotels.

Wednesday, Thursday and Friday, 5, 6 and 7 December

- 10.00h - 13.00h\* Meetings of the Trade Negotiations Committee, Exhibition  
15.00h - 18.00h\* Centre

Saturday, 8 December

- Departure A bus service between the main hotels and Zaventem Airport will be provided.

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\* Tentative timetable

### Registration of Delegates

The Belgian Ministry of Foreign Affairs at Bruxelles is responsible for registration and preparation of Meeting passes. Participating governments and institutions should have their embassy in Brussels send the Ministry their delegation list with a copy for the GATT Secretariat.

In the interests of smooth and fast registration procedures, it is strongly recommended that the arrangements for Meeting passes for delegates be made now. This may be done by sending Mr. Stevens, of the Uruguay Round Task Force of the Belgian Ministry of Foreign Affairs, the list of delegates in order of rank, with a completed form (see Annex A) and colour identity photograph for each delegation member.

The passes will be delivered to embassies in Brussels within approximately one week.

As from Friday, 30 November registration will be carried out at the Conference site between 09.00h and 18.00h.

### Welcome Facilities

Delegates who have announced their arrival time will be met at Brussels National Airport (Zaventem) by a Protocol Officer and the liaison officer who will give them a "conference passport", which will facilitate entry into Belgium and customs formalities.

A special arrivals channel will be provided for delegates bearing the "conference passport". An information desk will be installed in the customs zone.

Following customs formalities, a special exit will be available, leading to the parking area of the hotel bus service.

For departures, a special channel will be reserved for passport formalities.

The customs service will facilitate VAT refunds when necessary.

### Accommodation

You are advised to make your hotel reservations immediately. Many well-situated hotels are already full for the period concerned.

HOTEXPO, the Brussels International Conference Centre's hotel reservation service, reserves many thousands of hotel nights every year during international events organized at the Brussels Exhibition Centre.

HOTEXPO has been appointed as official agent for accommodation for Uruguay Round delegations, and has selected hotels offering very comfortable rooms that meet the "BELGIUM IS QUALITY" standards (see Annex B).

These hotels are centrally located, and hence at the heart of Europe and near the major tourist, commercial and business centres, and therefore easily accessible by Metro (underground). The journey by Metro to the Brussels Exhibition Centre takes less than half an hour, and the Exhibition Centre is twenty minutes away from the Brussels National Airport (Zaventem).

For reservations, simply fill out a reservation form (see Annex C) and send it to:

HOTEXPO, Foire internationale de Bruxelles  
Place de Belgique  
1020 Bruxelles  
Belgique  
Tel. (32-2) 477.04.78  
Fax. (32-2) 477.03.93

The reservation procedure is described in Annex D.

### Transport

A chauffeur-driven car will be made available to Heads of delegation from their arrival at the airport until their departure.

A bus service between the airport and hotels has been provided for delegates. It will operate on Saturday and Sunday, 1 and 2 December from 09.00h until 21.00h, leaving the airport every twenty minutes.

A large taxi fleet is always to be found at the airport.

Brussels National Airport (Zaventem) is also served by a regular train service to Bruxelles-Nord station, leaving every twenty minutes and taking seventeen minutes.

There are three railway stations in Brussels: Bruxelles-Nord, Bruxelles-Centrale and Bruxelles-Midi. Delegates travelling by train may choose their station of arrival depending on the hotel where they are staying.

Delegates are advised to use the Metro to go to the Exhibition Centre. The Meeting pass allows free use of the Brussels public transport system, bus and Metro, from 30 November to 9 December.

Brussels has an extensive, modern and very fast Metro system. The Meeting site is reached by taking the Heysel line to Heysel station.

Taxis are plentiful and easy to get.

For those travelling by car the way to the Conference Centre will be signposted in the city; ample parking space will be provided.

#### Visas

Delegates requiring a visa to enter Belgium should contact the Belgian diplomatic mission or honorary consulate, which will issue a diplomatic or official visa.

Delegates from countries not having a resident Belgian mission or honorary consulate should have their arrival announced to the Aliens Office by their Embassy accredited to Brussels. These countries are the following: Antigua and Barbuda, Belize, Botswana, Fiji, Ghana, Iceland, Lesotho, Myanmar and Suriname. They will be issued a 10-day visa on arrival at Brussels National Airport.

Ministers and delegates holding diplomatic passports will be issued diplomatic visas. Government officials and staff of international organizations will receive official visas.

#### Privileges and immunities

The Belgian authorities will grant the customary immunities for international conferences to participants included in the delegation lists officially transmitted to the Belgian Government.

#### Customs

We advise delegations intending to dispatch separately large quantities of equipment or documents to have them sent to their Brussels embassy or use a customs agent to help them carry out customs formalities. Delegations will naturally bear these costs.

Delegations wishing to bring with them audio-visual displays, typewriters, portable computers, samples and so forth may clear customs without having to carry out any special formalities. They must ask the customs official for a Form 136 F and indicate that the equipment etc. is for the Ministerial meeting.



### Refund of VAT

VAT can be refunded in the case of purchases of goods in Belgium or Luxembourg for an amount exceeding BF 5,000 per unit and intended for countries outside the EEC. The goods, together with the invoice and airline ticket, must be presented to the Belgian customs upon export. Belgian shops and boutiques will provide information on the necessary procedures.

### Security and radio equipment

Delegations accompanied by security agents must so inform the Security Service of the Belgian Ministry of Foreign Affairs 48 hours before the arrival of the persons concerned in Belgium. The Security Service will issue the necessary permits, which must be presented at the border.

In the case of radio equipment, a written request must be addressed to the Security Service of the Belgian Ministry of Foreign Affairs for a frequency authorization, specifying the number, make, type and power of the equipment.

### Media arrangements

#### Accreditation

The accreditation application form may be obtained from the GATT secretariat in Geneva, the Belgian Ministry of Foreign Affairs and Belgian embassies abroad.

This form should be sent immediately to GATT, Information and Media Relations Division, in Geneva.

Applications from freelance journalists must be accompanied by a letter from the editor of the press organ for which they will be working.

GATT will transmit the forms to the office responsible for preparing Meeting passes in the Belgian Ministry of Foreign Affairs. Journalists unable to register in advance may still do so at the special desk that will be open at the Press Centre (Hall 11) as from 09.00h on Friday, 30 November.

### Facilities

A Media Centre will be located at the Meeting site (Hall 11). It will include a television studio, two radio studios, work areas, an information centre and offices for press agencies.

Three press briefing rooms are available (500 seats, 150 seats and 50 seats). Ministers and official representatives wishing to use one of these rooms should apply to the GATT Information and Media Relations Division before or during the Meeting.

#### Programme for accompanying spouses

Delegates, journalists and accompanying persons will be offered guided tours of Brussels from Monday, 3 to Thursday, 6 December, at 09.30h and 14.00h. These tours are free. They will leave from the Meeting site and last 3 hours.

Four tours outside Brussels are offered:

- Tuesday, 4 December: Waterloo, Walloon Chateau, Namur;
- Wednesday, 5 December: Gent and Bruges;
- Thursday, 6 December: Mons and Grand Hornu (industrial archeology site);
- Friday, 7 December: Antwerp.

These four tours begin from and end at the Meeting site. Departure is at 09.00h, and planned return at 18.00h.

The price includes transport, guide service and a typical meal.

Details of these tours will be given to participants on arrival in Brussels. You should sign up for the tours by 5 p.m. on the previous day either at the Tour Office located at the Meeting site or with a liaison officer.

A Belgian gastronomic festival will be organized in ten Brussels restaurants from Sunday, 2 December, to Saturday, 8 December.

#### The Conference Centre

The Ministerial meeting will take place at the Brussels International Conference Centre, which is situated in the Exhibition Centre at the edge of the capital.

The Centre is situated in a park-like setting near the Atomium, where a permanent exhibition on medicine, BIOGENIUM, has just been opened.

This is also the site of BRUPARK, a new leisure park, with Kinépolis and its twenty-five cinemas, the mini-Europe exhibition, Océade and several restaurants and cafés.

The Brussels Exhibition Centre is linked by a network of access motorways to the international airport and the country's main motorways, and to the city centre by a modern, high-capacity Metro which serves the major Brussels hotels.

The twelve halls of the Exhibition Centre cover 130,000 m<sup>2</sup>. Four halls, with a total area of some 32,000 m<sup>2</sup>, will be reserved for the Meeting:

- Hall 6 will serve as a central hub giving access to all the functional areas of the Meeting. It will house the registration desk, an information centre, restaurant, a large "mall" with shops, exchange office, travel agency, post office, and excursion desk. A business centre will make available word processors, photocopiers, shredders, telefaxes, telexes, and telephones to all participants, against payment.

Hall 6 will also house the GATT secretariat administration offices, security centre and logistical offices for the Meeting.

From Hall 6, covered passageways will lead to the adjacent halls:

- Hall 10 will house the plenary meetings;
- Hall 7 will house the GATT secretariat offices and the seven official conference rooms;
- Hall 9 will be entirely reserved for delegations, which will each have their own office, as well as fifteen informal meeting rooms. The allocation of these rooms will be made on a day-to-day basis, and reservations will be handled by the Task Force of the Belgian Ministry of Foreign Affairs. Between the offices and these rooms will be a bar and a large lounge area. The delegation offices will be equipped with a lockable door, table, telephone, closet and chairs. They will be available according to need from 09.00h on Friday, 30 November. Delegations needing additional furniture or equipment may either ask their embassy to make the necessary arrangements or contact M. s. Devolder at the Brussels International Conference Centre, who will be able to recommend reliable suppliers;
- In addition to these four halls, the press centre will be located in Hall 11, immediately beside the Meeting. The European Community and its member countries will be installed in Hall 2.

The Brussels International Conference Centre will do everything it can to make participants comfortable and ensure that its installations and logistic organization provide full support for the Ministerial meeting.

Brussels International Conference Centre  
Brussels International Fair  
Place de Belgique  
1020 Brussels

Tel: (32-2) 477.04.57  
Telefax: (32-2) 477.03.91

## BRUSSELS

Brussels, Belgium's capital, is a modern international city at the heart of Europe.

Greater Brussels has a million inhabitants, and is the seat of the European Community and also of NATO.

Brussels celebrated its thousandth anniversary in 1979. Situated from the start at a crossroads of the main trade routes of western Europe, Brussels was already flourishing in the late Middle Ages, thanks to trade and to its craftsmen, as its rich historical and cultural heritage testifies.

Brussels is of course famous for its Grand-Place, arguably the most beautiful square in the world, whose most outstanding feature, the City Hall, draws admirers from all over the world. Brussels is also renowned for its many churches and chapels, including St. Michael's Cathedral with its splendid stained-glass windows. Notre-Dame du Sablon, a gem of flamboyant Gothic architecture is also well worth a visit. In addition, the outskirts of the city hold 17 chateaux, while the battlefield of Waterloo, where Napoleon met his doom, is a bare 18 km away.

Finally, Brussels lies at the very heart of the country and is the ideal starting point for an endless variety of excursions: for example, the marvellous medieval cities of Bruges, Ghent, Antwerp, Namur and Liège are all less than an hour away.

## LANGUAGES

Belgium has three official languages, Dutch, French and German.

Brussels is bilingual, French and Dutch. However, located as it is on the frontier between the Germanic and Latin peoples of Europe, and host to many international institutions, Brussels has a multilingual tradition.

## TIME ZONE

Legal time in Brussels is Greenwich Mean Time plus one hour.

## CLIMATE

Belgium has a temperate maritime climate.

The temperature in December normally ranges between 0° and 8°.

### CURRENCY

Belgium's currency is the Belgian franc. At present, US\$1 is worth about BF 33. We advise you to contact banks or recognised exchange agents to obtain the prevailing exchange rate.

### TRANSPORT AND COMMUNICATIONS

Brussels is a European communications hub.

Its international airport, Zaventem, is only 12 km from the city centre. The airport is served by a special train line that leaves every 20 minutes and reaches the city centre in less than half an hour.

Brussels has three railway stations. The central station is in the heart of the city and is a European mainline station.

Brussels is the nerve centre of what is arguably the most sophisticated motorway system in the world, lit at night from end to end.

The capital has a new Metro system linking the major hotels and conference centre in less than half an hour.

### LEISURE

Art lovers will have a field day visiting the outstanding collections of ancient and modern masters; the Flemish primitive school of painters and the Brussels tapestry works of world-wide renown.

Belgium is also a country where people eat well. Its gastronomic reputation is richly deserved by the countless restaurants in Brussels, which offer a wide selection of regional dishes as well as the most sophisticated French cuisine. It is also famous for its beer, which is a national institution, and its regional cheeses.

Shopping in Brussels is on a par with its position as capital of Europe: its chocolates, pralines, lace, diamonds or even hand-engraved hunting guns, all bear witness to the skill of Belgian craftsmen. Special tax-free shopping facilities have been established in many shops for participants in the Ministerial meeting.

CORRESPONDENCE

Ministry of Foreign Affairs

Rue Quatre Bras 2  
1000 Bruxelles

Tel.: 32-2-516.81.11  
Telex: 21376 belext B  
Telefax: 32-2-478.80.23

Brussels International Conference Centre

Brussels International Fair  
Place de Belgique  
1020 Brussels

Tel.: 32-2-477.04.77  
Telex: 23643 Foireb  
Telefax: 32-2-478.80.23

GATT

Centre William Rappard  
Rue de Lausanne 154  
CH-1211 Genève 21



DELEGATION REGISTRATION FORM

Coloured  
identify  
photo

Country :

Family name :

First name :

Sex : M, F

Blood group (for head of delegation only) :

Function and Ministry or Department :

Function in delegation : Head of delegation  
Delegate  
Delegation support staff

Accompanied by : Family name :

First name :

Sex : M, F

Hotel name in Brussels :

Note : Registration forms should be remitted to the Task Force of the Uruguay Round Ministerial Meeting at the Belgian Ministry of Foreign Affairs in Brussels through the Embassy accredited to the Belgian Government.

ANNEX B

LIST OF HOTELS SELECTED FOR URUGUAY ROUND

SAS ROYAL HOTEL  
Rue Fossé aux Loups 47  
1000 Brussels

Tel.: 219.28.28  
Fax: 511.67.86

HOTEL HILTON  
Boulevard de Waterloo 38  
1000 Brussels

Tel.: 513.88.77  
Fax: 513.72.33

HOTEL ROYAL WINDSOR  
Rue Duquesnoy 5-7  
1000 Brussels

Tel.: 511.42.15  
Fax: 511.80.04

HOTEL SCANDIC CROWN REGENCY  
Rue Royale 250  
1030 Brussels

Tel.: 217.12.34  
Fax: 217.84.44

SOFITEL  
Avenue de la Toison d'Or 40  
1050 Brussels

Tel.: 514.22.00  
Fax: 514.57.44

BELSON  
Chaussée de Louvain 805  
1140 Brussels

Tel.: 230.00.10  
Fax: 735.80.43



JOLLY HOTEL ATLANTA  
Boulevard A. Max 7  
1000 Brussels

Tel.: 217.01.20  
Fax: 218.66.18

HOTEL STEPHANIE  
Avenue Louise 83-85  
1050 Brussels

Tel.: 539.02.40  
Fax: 538.03.07

HOTEL RAMADA  
Chaussée de Charleroi 38  
1060 Brussels

Tel.: 539.30.00  
Fax: 538.90.14

HOTEL PULLMANN ASTORIA  
Rue Royale 103  
1000 Brussels

Tel.: 217.82.90  
Fax: 217.11.50

HOTEL METROPOLE  
Place de Broucère 31  
1000 Brussels

Tel.: 217.23.00  
Fax: 218.02.20

HOTEL ARENBERG  
Rue d'Assaut 15  
1000 Brussels

Tel.: 511.07.70  
Fax: 514.18.78

HOTEL PALACE  
Rue Gineste 8  
1210 Brussels

Tel.: 217.82.00  
Fax: 218.76.51

HOTEL DELTA  
Chaussée de Charleroi 17  
1060 Brussels

Tel.: 539.01.80  
Fax: 537.90.11

HOTEL SAINTE-CATHERINE  
Rue J. Plateau 2  
1000 Brussels

Tel.: 513.76.20  
Fax: 614.22.14

HOTEL FIMOTEL EXPO  
Avenue Impératrice Charlotte  
1020 Brussels

Tel.: 478.70.80  
Fax: 478.10.00

HOTEL ALBERT 1er  
Place Rogier 20  
1210 Brussels

Tel.: 217.21.25  
Fax: 217.93.31

## OFFICIAL HOUSING REQUEST

## URUGUAY ROUND

Brussels International Conference and Exhibition Centre  
Brussels, Belgium

03 - 07.12.1990

TO RESERVE A HOTEL ROOM, PLEASE COMPLETE  
THIS FORM AND MAIL FOR DELIVERY BY  
NOVEMBER, 1, 1990 DEADLINE TO :

## HOTEXPO

Brussels International Trade Fair  
Place de Belgique  
B - 1020 BRUSSELS (Belgium)  
. Tel. : 32 - 2 - 477 04 78  
. Fax : 32 - 2 - 478 80 23  
. Telex : 23643 foire b

MAIL HOTEL ROOM CONFIRMATION TO :

Delegation / Organization : \_\_\_\_\_

Contact name : \_\_\_\_\_

Street address : \_\_\_\_\_

Post code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

HOTEL SELECTION (please indicate order of preference : 1st, 2nd, 3rd choice)

<u>HOTEL</u>	<u>RATES PER NIGHT (in BEF)</u> (Service, VAT & Taxes Included)		<u>PREFERENCE</u> <u>ORDER</u>
	<u>SINGLE</u>	<u>DOUBLE</u>	
Jolly Sablon	7.100	8.500	_____
Sas Royal	7.100	8.500	_____
Royal Windsor	7.100	8.500	_____
Hilton International	7.100	8.100	_____
Scandic Crown	5.900	6.600	_____
Sheraton Airport	5.800	6.600	_____
Sofitel	6.630	6.130	_____
Belson	5.000	6.000	_____
Jolly Atlanta	5.100	6.150	_____
Stéphanie	5.100	6.000	_____
Ramada	4.750	5.400	_____
Pullman Astoria	4.680	6.160	_____
Métropole	4.400	5.400	_____
Arenberg	3.400	3.900	_____
Palace	3.200	3.700	_____
Delta	3.200	3.700	_____
Sainte-Catherine	2.950	2.950	_____
Fimotel-Expo	2.750	3.200	_____
Albert 1er	2.500	2.800	_____

ROOM TYPE - SELECT ONE :

NAMES OF PEOPLE SHARING ROOM :

. Single (1 person, 1 bed) \_\_\_\_\_

\_\_\_\_\_

. Double (2 people, 1 bed) \_\_\_\_\_

\_\_\_\_\_

. Twin (2 people, 2 beds) \_\_\_\_\_

\_\_\_\_\_

. Suite (on request) \_\_\_\_\_

\_\_\_\_\_

ARRIVAL DATE & TIME :

DEPARTURE DATE & TIME :

\_\_\_\_\_

\_\_\_\_\_

A non-refundable deposit of 1 night per room is required. Please indicate how deposit will be paid:

☐ CREDIT CARD

- ☐ American Express   ☐ VISA  
☐ MasterCard   ☐ Diners  
☐ EuroCard

☐ BANK TRANSFER (See Instructions)

Amount of Transfer \_\_\_\_\_

Date of Transfer \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Amount to Be Charged \_\_\_\_\_

Card Holder's Name (Please Print) \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

☐ PERSONAL or COMPANY CHECK  
in BELGIAN FRANCS

Amount Enclosed \_\_\_\_\_

ANNEX D

How to make a reservation through Hotexpo?

WHEN MAKING YOUR HOTEL RESERVATION PLEASE REMEMBER:

1. If sharing a room with a colleague, send only one form. Multiple forms cause duplication and possible doubling billing.
2. Keep a copy of your original housing request and make a note of the date the form was mailed.

HOW TO MAKE YOUR HOTEL RESERVATION

Reservations may be made by mail or fax (if you send it by fax please do not send the original form as well because of possible double booking)

METHODS OF PAYMENT

1. Credit Card: VISA, AMERICAN EXPRESS, EUROCARD/MASTERCARD, DINERS
2. Bank Transfer: Account No: 191 0276602-21  
Bank: CREDIT GENERAL  
GRAND PLACE  
1000 BRUSSELS/BELGIUM  
Account Name: BITF/CONGRESS/URUGUAY ROUND

A NON-REFUNDABLE DEPOSIT OF 1 NIGHT PER ROOM is required so please indicate on your official housing request how the deposit will be paid.

PLEASE REMEMBER TO PUT YOUR NAME AND ADDRESS ON THE RESERVATION FORM AND ON ALL ACCOMPANYING METHODS OF PAYMENT.

ACKNOWLEDGEMENT AND CONFIRMATION OF YOUR HOTEL RESERVATION

After your request is received, HOTEXPO will confirm the reservation with a voucher corresponding to one night deposit. This voucher, which must be remitted on your arrival at the hotel, covers only one night with breakfast; the other nights and extras are borne by you and must be paid at the hotel when checking out.

ALTERATIONS OR CANCELLATION

The deposit is NON-REFUNDABLE. Any modification of the hotel reservation should be notified in writing (fax or mail) to HOTEXPO only and never to the hotel. In case of NO SHOW, the reservation will be cancelled.