

## **INFORMATION ON RESERVATION PROCEDURES**

- EVENT: “**FIFTY-FIFTH ANNUAL MEETING OF THE BOARD OF GOVERNORS OF THE INTER-AMERICAN DEVELOPMENT BANK AND TWENTY-NINTH ANNUAL MEETING OF THE BOARD OF GOVERNORS OF THE INTER-AMERICAN INVESTMENT CORPORATION – COSTA DO SAUÍPE, BAHIA, BRAZIL**”

- DATA: **27-31 MARCH 2014**

- Daily rate for a single (SGL) or double (DBL) room is **R\$620.00** and for a triple (TPL) room is **R\$806.00**  
*\*\*\* Triples include one double bed + one additional bed or two queen beds (additional beds are subject to availability).*

- Exclusive rate for event participants applied only to requests made directly with the hotel’s Group Department. If the reservation is made through other centers/agencies, we are not responsible for the rate and conditions applied.

- **ALL INCLUSIVE.**

- The inclusion of two children age 12 and under is free of charge, provided they are in the same room as the parents in additional beds, subject to hotel availability.

- **ENVIRONMENTAL PARTNER CONTRIBUTION (OPTIONAL):**

R\$4.00 per day/per room, charged with the daily rate.

- **TRANSFER SERVICE (EMPRESA SAUÍPE SERVICE):**

For scheduling, please send flight information (airline/flight number and schedule) at least 72 hours in advance of the arrival date. The service costs R\$130.00 per person (airport/Costa do Sauípe/airport). For children aged 4 to 12, the cost is R\$65.00.

To board the transfer service, please go to the da Grou lounge, located to the right of the domestic arrivals gate, and identify yourself.

- **FORM OF PAYMENT:**

Payment for lodging may be made in up to three payments using Mastercard, Visa, and American Express cards. To confirm your reservations, please send the duly completed and signed **Credit Card Authorization Form (attached)** together with a copy (front and back) of the credit card and identity document (or passport) of the cardholder to:

[Reservas.evento1@costadosauipe.com.br](mailto:Reservas.evento1@costadosauipe.com.br) / Telephone: +55 71 2104-8006 / 8005 / 8038

Speak to Adriana Miranda / Fabio Ribeiro / Gersonita Brito / Daniele Vieira / Roberta Brito

Please include the following in the email subject line: “**SOLICITAÇÃO DE RESERVA – EVENTO BID**”

**- NATIONAL GUEST REGISTRY FORM (FNRH):**

Attached is the national guest registry form, which must be completed in duplicate and signed for presentation at reception at the time of check-in.

Note that hotel room keys will only be provided upon submission of this form.

**- IMPORTANT INFORMATION:**

- ✓ Reservations must be made by 14 February 2014, and confirmed and paid by **28 February 2014**; after this date reservations will be cancelled automatically.  
*After this date, rate conditions and room availability will be subject to change.  
After credit card processing, no refunds will be permitted in the event of cancellation.*
- ✓ In the event of no-show or early departure, the total value of the period of the reservation will be charged.
- ✓ Incidental expenses will be charged to the participants and will be paid at check-out.
- ✓ Only one mode of payment is accepted per reservation.
- ✓ Check-in begins at 3:00 p.m. and check-out time is 12:00 noon.
- ✓ All-inclusive service begins with lunch on the day of arrival and ends with breakfast on the day of departure.
- ✓ Rooms subject to hotel availability.
- ✓ The Group Reservations Department is open from 8:00 a.m. to 6:00 p.m., Monday through Friday. We will respond to your requests within **72 hours**.
- ✓ We do not provide air travel services, only lodging.
- ✓ For more information on the hotel/inns, please visit our website at: [www.costadosauipe.com.br](http://www.costadosauipe.com.br).
- ✓ For information on event programming, please contact the institution responsible for event organization.

We hope you enjoy your stay at our hotel!

Cordially,

Group Reservations