



**Office Space Rental**  
**15<sup>th</sup> Meeting of the Conference of the Parties to the Convention on International Trade in**  
**Endangered Species of Wild Fauna & Flora**  
**13 – 25 March 2010**

This is to confirm the booking of a 12sqm office space charged at **QR 18,000** at the Sheraton Hotel from the 13-25 March 2010. A tent will be erected and transformed into office spaces. The office tent is located at the car park next to the Sheraton Convention Center.

I would like to take up office space: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp : \_\_\_\_\_

Office Name : \_\_\_\_\_

Remarks : \_\_\_\_\_

## **Booking Policies**

- A maximum of 2 offices can be combined to create 1 office of 6m x 4m. Should this be required, please indicate this request in the Remarks field.
- A maximum of 3 offices can be requested by an organization. Should you require more than the indicated amount, please indicate this request in the Remarks field. Request for the additional office(s) shall be placed on a waiting list and you will be notified of your request after the booking cut-off date (that is 31 January 2010)
- In the event of cancellation, QMDI must be notified and a cancellation fee will be charged. The cancellation policy will be as follows:

30 days prior to event	50% of total booked office rates
2 weeks prior to event	100% of total booked office rates

**Please complete and return by fax or mail latest by the 31 January 2010:**

**Laura-Florentine Haucke**

Event Manager

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A Qatar Foundation Joint Venture

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