



BOOKING CODE: HITIC

ROOM PROPOSAL - TIC Conference July 6th – 9th, 2017

Room Proposal Request: Company: TTMA (TIC Conference 2017) Trinidad and Tobago	Email: ticsales@ttma.com # of Rooms needed daily: To be Determined Max (30) Date rooms needed: July 5th 2017 (arrival) Completion: July 10th 2017 (departure)
Primary Contact Name & Title: Name: Ms. Shanna-Marie Israel Title: TIC Marketing Co-ordinator Direct Phone: 1-675-8862 Email: ticsales@ttma.com	Room type: Standard King Requirements: To be Determined Occupancy: Single Double Agreed Rate: USD \$150.00 \$165.00 Room type: Suite King Requirements: To be Determined Occupancy: Single Double Agreed Rate: USD \$175.00 USD \$190.00 Tax: Gov't Tax and Hotel Service Charge 21.5%

Fire/Safety	In Room?	Common Areas?	Hard wired?	Battery Backup?
Smoke Detectors	Yes	Yes	No	Yes
Sprinklers	Yes	Yes	No	Yes
Closed circuit cameras	No	Yes	Yes	Yes

Operations Manager Name & Title Name: Ms. Cherry Ann James Title: Manager, Hotel Operations Email: cherryanne.James@hcltt.com warren.sinanan@hcltt.com Direct Phone: 1-868-669-6209 Direct Fax: 1-868-692-4557

Hotel Name & Address: Holiday Inn Express Hotel & Suites No.1 Exposition Drive, Trincity Millennium Drive Management Company: Trinidad Hotels Limited Level 5 Long Circular Mall, Long Circular Road Port-Of-Spain Hotel Type: Limited Service	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> Reservations Contact Name & Title: Name: Ms. Gemma John Title: Reservations Supervisor Direct Phone: 1-868-669-6209 ext. 403 Direct Fax: 1-868-692-4557 Email: hiexreservations@gmail.com </td> </tr> </table>	Reservations Contact Name & Title: Name: Ms. Gemma John Title: Reservations Supervisor Direct Phone: 1-868-669-6209 ext. 403 Direct Fax: 1-868-692-4557 Email: hiexreservations@gmail.com
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Location of Cameras: Guest Room Corridors, Perimeter and Common areas Are Cameras Taped: Yes Monitored by whom? Security		
Airport Courtesy Shuttle: Y	Operational Hours: 4:00 am to 12:00 midnight	# of Vehicles: 1
Miles To/From Airport: 3km Type \ Capacity: 8 Seats Minutes each way: 10 Minutes each way in Traffic: 15		
Internet Access and Cost listing		
<u>Type.</u>	<u>Sleeping rooms.</u>	<u>Common Areas.</u>
DSL / Hi-speed	Yes Cost: None	No Cost: None
		<u>Business Center.</u>
Wireless	Yes Cost: None	Yes Cost: None
		Yes Cost: None
Pool Hours: 5AM – 11 PM Restrictions: No glass bottles at pool No life guard Emergency phone: Yes		Fitness Center Hours 24 HRS Restrictions: No trainer available Stop If feeling unwell Emergency phone: Yes
Restaurant:	Hours of Operation:	Room Service Hours: Not available
Limited Service	6am-10am	
Lounges: No		Construction Date of Hotel: May 2007
The following Amenities are Complimentary Connection for local/800/credit card calls Y Coffee in Lobby/Room Y Continental Breakfast Y Newspaper Y		Number of Guest Elevators in Hotel: 1 # of Rooms: 82 # of Floors: 3
TERMS: A Block has been placed for thirty (30) rooms for the arrival of delegates. This block would be held until 15th May 2017. Thereafter, they will be released, and rooms would be allocated based on an availability status.		

Prepared by

CHERRY ANN JAMES
MANAGER, HOTEL OPERATIONS