

HOTEL BOOKING FORM



Deadline: 10th March 2027


RIVIERA CONGRESSI E-mail: booking@rivieracongressi.com
ON-LINE

Early reservation is recommended.

Requests will be handled subject to availability.

After the booking deadline, reservations will be subject to remaining availability.

Company _____
 First name _____ Last name _____
 City _____ Province _____ Country _____
 Phone _____ E-mail _____ mobile _____

Invoice details

Company _____ Address _____
 Province _____ PostCode _____ Country _____ VAT _____
 Cod. SDI _____ Tax Code (if not VAT) _____

Online booking is recommended: www.rivieracongressi.com or www.omc.it **(Visiting / Travel & Stay).**

HOTEL REQUEST:

Preferred hotel (1st choice) _____ Other hotel _____

HOTEL CATEGORY	LOCATION
☐ 5 ★	☐ Ravenna (max 4 km.)
☐ 4 ★	☐ Marina Romea (max 12 km.)
☐ 3 ★	☐ Marina di Ravenna (max 12 km.)
☐ B&B / Apartment/Other	☐ Milano Marittima (22 km. ca)

☐ ★ ★ ★ **OMC PREMIUM**

5 / 4S star

Executive

Top Management

☐ ★ ★ **OMC COMFORT**

4 star

Best Location

Servizi Business

☐ ★ **OMC SMART**

Competitive rates

Business

3 Star/comfortable

PLEASE BOOK: N° _____
☐ Singola ☐ Double as single use ☐ Double room
☐ Twin rooms (two single beds) ☐ Other type _____

Accompanying person YES ☐ NO ☐ Name/s _____

Arrival Date _____ Departure Date _____ Total of nights _____

Preferable max rate/night € _____

PAYMENT PROCEDURES *The payment will be made by:*

The payment method, deadlines and amounts will be stated in the booking proposal.

☐ **1 BANK TRANSFER** to RIVIERA CONGRESSI di Cristina Vizzini
UNICREDIT Bank IBAN CODE: IT46W0200824203000101512322 BIC Swift CODE: UNCRITM1SR2
(Please indicate Company/name and OMC2027)

☐ **2 CREDIT CARD**  VISA  MASTERCARD
A secure payment link will be sent by email for credit card payments.

HOW TO BOOK

1. Complete the form with your preferences and send it to booking@rivieracongressi.com.
2. Riviera Congressi will check availability and send you a detailed accommodation proposal, including rates, stay conditions, payment terms and cancellation policy.
3. **Submitting a request is non-binding and does not commit you to making a booking.** You will be able to review the proposal and decide whether to proceed.
4. Your booking will be confirmed only after you have approved the proposal and completed the confirmation procedure specified by Riviera Congressi, either by making the required payment or providing a credit card as a guarantee, in accordance with the terms communicated.

For any questions or assistance, please contact: booking@rivieracongressi.com

ACCOMMODATION BOOKING & ASSISTANCE FEE: €18 (VAT included) per room booked.

The fee includes:

- Search and selection of accommodation.
- Verification of availability and special rates reserved for OMC 2027.
- Booking management and confirmation.
- Issuance of the booking voucher and invoice.
- Management of any booking changes and guest name amendments.
- Pre-event assistance with accommodation-related enquiries.

GROUP / CORPORATE BOOKINGS

For requests of 5 rooms or more, please contact Riviera Congressi directly at booking@rivieracongressi.com.
A tailored proposal will be provided.

REFUND / CANCELLATION POLICY

Any booking amendments or cancellations must be submitted in writing to RIVIERA CONGRESSI.

Cancellation policies may vary depending on the selected hotel and will be specified in the booking proposal and final confirmation.

Name changes are permitted at any time.

PRIVACY

The personal data provided in this form are processed by Riviera Congressi, as the data controller, for the purpose of managing your request and any resulting booking, issuing invoices and fulfilling related legal obligations.

Providing the data is necessary to process your request. The names and other information required for the stay will be shared with the selected hotel, which processes them as an independent data controller.

Anyone providing the personal data of an accompanying guest undertakes to inform that person about the processing of their data.

The full Privacy Notice, including information on how to exercise your rights under Regulation (EU) 2016/679 (GDPR), is available at www.rivieracongressi.com.

Data ____/____/____

Firma _____