

## ACCOMMODATIONS

### 1 Hotel Allocation for Press

The list of hotels for the members of Press is found in Annex A.

### 2 Hotel Standard Check-In/Out Time

The standard check-in time for Japan is 1400hrs or later. Please check with the reserved hotel for the check-in time since some hotels set different check-in time. Additional cost may be incurred for early-check-in.

The standard check-out time for Japan is 1100hrs. Please check with the reserved hotel for the check-out time since some hotels set different check-out time. Additional cost may be incurred for late-check-out.

### 3 Hotel Reservation Procedures

Please click [here](#) to make reservations of the hotels.

\*Requests will be handled on a first-come, first-served basis.

### 4 Hotel Reservation Centre

Reservation and payment for accommodations will be administered by APEC Japan 2010 Leaders Week in Yokohama Hotel Reservation Centre (JTB)

The contact details are as follows:

APEC Japan 2010 Leaders Week in Yokohama Hotel Reservation Centre (JTB)

3-29-1 Tsuruya-cho, Kanagawa-ku, Yokohama 221-0835 Japan

Telephone : (81) 45 316 0518 (09:30~17:30)

Fax : (81) 45 316 0523

Email : [apec2010@met.jtb.jp](mailto:apec2010@met.jtb.jp)

For Administration:

Telephone : (81) 3 5796 5440 (09:30~18:00)

### 5 Payment

**Basic Policy: Payment shall be based on the one night deposit system.**

- (1) Please complete payment procedure for the one night deposit through the application system.
- (2) After your payment of the deposit is confirmed by Centre, you will receive an email about how to obtain your confirmation slip.

- (3) You will access to the accommodation web site to obtain your confirmation slip. You are required to present the slip to the hotel front desk when checking-in.
- (4) You will pay all hotel expenses deducting your hotel deposit to the hotel prior to your checkout time.

**If you would like to pay other than one night deposit, please contact the Centre.**

Hotel Reservation Centre will open the support desk in the major hotels.

Open hour: 08:00~20:00(\*Subject to change)

## **6 Cancellation Policy**

In the event of cancellation, the amount to be refunded will be offset with the following cancellation fees.

Up to 10 days before the first night of stay .....None  
9 to 5 days before ..... 20% of daily room charge  
4 to 2 days before ..... 50% of daily room charge  
1 day before or on the day of arrival or no notice given ..... 100% of daily room charge

In case your reservation is more than two nights (consecutive nights), the cancellation fees will be charged for first and second nights.

## **7 Hotel Function Spaces**

In case a delegation arranges function space(s) in any hotel, all the related expenses will be borne by the delegation, without involvement of the Hotel Reservation Centre.

## Asia-Pacific Economic Cooperation Japan 2010

### Hotel Reservation for Press

APEC Japan 2010 Leaders Week in Yokohama Hotel Reservation Centre (JTB) has been appointed the official travel agent for this APEC Leaders week.

#### HOTEL ACCOMMODATION

Hotel Reservation Centre (JTB) has booked rooms at hotels in Yokohama. Reservations will be processed in order of application.

	Hotel Name (Check-in & out time)	Room Rates				Address Phone Access to the closest station Access to the venue.
		Single		Twin		
1	Breezbay Hotel Resort & Spa (14:00 / 11:00)	SB	JPY 10,000 (Except Sat.) JPY 18,000(Sat.)		—	1-22-2 Hanasaki-cho, Naka-ku, Yokohama +81-45-253-5555 2 min. walk to JR Sakuragicho Sta. 5 min. by taxi to the venue.
		SU/ TB	*JPY 12,000 (Except Sat.) JPY 23,500(Sat.)	TB	JPY 17,000 (Except Sat.) JPY 30,000(Sat.)	
		SU/ DB	*JPY 12,000 (Except Sat.) JPY 23,500(Sat.)	DB	JPY 17,000 (Except Sat.) JPY 30,000(Sat.)	
2	Toyoko Inn Yokohama Sakuragicho (14:00 / 11:00)	SB	JPY 7,140		—	6-55 Honmachi, Naka-ku, Yokohama +81-45-671-1045 In front of Exit No.3, Bashamichi Sta. Minatomirai Line. 1 min. by Minatomirai Line & 3 min walk to the venue.
		SU/ TB	*JPY 9,240	TB	JPY 9,240	
		SU/ DB	*JPY 9,240	DB	JPY 9,240	
3	Comfort Hotel Yokohama Kannai (14:00 / 11:00)	SB	JPY 7,500		—	3-33 Sumiyoshi-cho, Naka-ku, Yokohama +81-45-650-4711 1 min. walk to Subway Kannai Sta. 2 min. by JR & 12min walk to the venue.
		SU/ ETB	*JPY 8,500	ETB	JPY 12,000	
		SU/ TB	*JPY 9,500	TB	JPY 14,000	
4	APA Hotel Yokohama Kannai (14:00 / 11:00)	SB	JPY 9,000 (Except Sat.) JPY 10,000(Sat.)		—	3-37-2 Sumiyoshi-cho, Naka-ku, Yokohama +81-45-650-6111 1 min. walk to JR or Subway Kannai Sta. 2 min. by JR & 12 min walk to the venue.
		SU/ DB	*JPY 11,000 (Except Sat.) JPY 13,000(Sat.)		—	

5	Richmond Hotel Yokohama Bashamichi (14:00 / 11:00)	SB	JPY 12,000 (Except Sat.) JPY 15,000(Sat.)		—	5-59 Sumiyoshi-cho, Naka-ku, Yokohama +81-45-228-6655 3 min. walk to the North Exit of JR Kannai Sta. 2 min. by JR & 12min walk to the venue.
6	Yokohama Heiwa Plaza Hotel (14:00 / 11:00)	SB	JPY 7,665		—	5-65 Ootamachi, Naka-ku, Yokohama +81-45-212-2333 1 min. walk to Minatomirai Line, Bashamichi Sta. 1 min. by Minatomirai Line & 3 min walk to the venue.
7	Rose Hotel Yokohama (14:00 / 11:00)	SU/ TB	*JPY 16,065 (Nov6,12,13 JPY 24,570)	TB	JPY 18,900 (Nov6,12,13 JPY 30,030)	77 Yamashita-cho, Naka-ku, Yokohama +81-45-681-3311 2 min. walk to Minatomirai Line, Motomachi Chukagai Sta. 4 min. by Minatomirai Line & 3 min. walk to the venue
8	Star Hotel Yokohama (14:00 / 11:00)	SB	JPY 8,400		—	11 Yamashita-cho, Naka-ku, Yokohama +81-45-651-3111 2 min. walk to Minatomirai Line Motomachi Chukagai Sta. 4 min. by Minatomirai Line & 3 min walk to the venue.
9	Daiwa Roynet Hotel Yokohama -Koen (14:00 / 11:00)	SB	JPY 12,050		—	204 Yamashita-cho, Naka-ku, Yokohama +81-45-664-3745 5 min. walk to Minatomirai Line Nihon Odori Sta. 2 min. by Minatomirai Line & 3 min walk to the venue.
10	Super Hotel Yokohama Kannai (14:00 / 11:00)	SB	JPY 6,980		—	195-1 Yamashita-cho, Naka-ku, Yokohama +81-45-650-9000 3 min. walk to Minatomirai Line, Nihon Odori Sta. 2 min. by Minatomirai Line & 3 min walk to the venue.
11	Mandarin Hotel Yokohama (14:00 / 11:00)	SB	JPY 11,655		—	4-170 Noge-cho, Naka-ku, Yokohama +81-45-243-3131 7 min. walk to JR Sakuragicho Sta. 7min. by taxi to the venue.
		SU/ TB	*JPY 15,120	TB	JPY 18,690	
		SU/ DB	*JPY 12,810		—	

12	Mielparque Yokohama (14:00 / 11:00)	SU/ TB	*JPY 10,290	TB	JPY 16,100	16 Yamashita-cho, Naka-ku, Yokohama +81-45-662-2221 1 min. walk to Minatomirai Line, Motomachi Chukagai Sta. 4min. by Minatomirai Line & 3 min walk to the venue.
13	Hotel Chatelet Inn Yokohama (14:00 / 11:00)	SB	JPY 7,980		—	1-2 Furo-cho, Naka-ku, Yokohama +81-45-681-4800 1 min. walk to JR or Subway Kannai Sta. 2 min. by JR & 12min walk to the venue.
14	Yokohama Isezakicho Washington Hotel (14:00 / 11:00)	SB	JPY 10,500		—	5-53 Chojamachi, Naka-ku, Yokohama +81-45-243-7111 5 min. walk to JR Kannai Sta. 10 min. by taxi to the venue.
15	Hotel Camelot Japan (14:00 / 11:00)	SB	JPY 10,500		—	1-11-3, Kitasaiwai, Nishi-ku, Yokohama +81-45-312-2111 5min. walk to JR Yokohama Sta. 12min. by taxi to the venue.
		SU/ TB	JPY 13,650	TB	JPY 18,900	
16	Yokohama Kokusai Hotel (14:00 / 11:00)	SB	JPY 9,000		—	2-16-28 Minamisaiwai, Nishi-ku, Yokohama +81-45-311-1311 5 min. walk to JR Yokohama Sta. 10min. by taxi to the venue.
		SU/ TB	*JPY 14,000	TB	JPY 18,000	
17	Hotel Plumm/Cosmo Y. (14:00 / 11:00)	SB	JPY 8,925		—	2-9-1 Kitasaiwai, Nishi-ku, Yokohama +81-45-314-3111 7 min. walk to JR Yokohama Sta. 12min. by taxi to the venue.
18	Yokohama B-SIDE Hotel (14:00 / 11:00)	SB	JPY 7,350		—	40-4 Higashi-Dori, Fukutomi-cho, Naka-ku, Yokohama +81-45-262-2821 5 min. walk to JR Kannai Sta. 10min. by taxi to the venue.
		SU/ TB	*JPY 8,400	TB	JPY 14,700	

- ◆ Room rates include breakfast, service charge and a 5% consumption tax.
- ◆ \* indicates single occupancy of a twin or double or suite room.
- ◆ SB = Single, SU = Single use, TB = Twin, DB = Double, ETB = Economy Twin, TB or DB = Twin or Double



## APPLICATION AND PAYMENT FOR HOTEL

Participants wishing to reserve hotel accommodation should apply online **no later than October 22.**

Application should be accompanied by a remittance covering the hotel deposit (one night room charge) due JTB GMT. (The hotel deposit will be credited to your bill. All hotel expenses deducting the deposit should be paid directly to the hotel.) No reservation will be confirmed in the absence of this payment. All payment must be in Japanese yen.

If the remitter's name is different from the participant's name or the remittance covers more than one person, please clarify the name of each participant. After making a remittance, please send us a copy of the bank receipt to avoid possible confusion.

Payment should be in the form of:

- One of the following credit cards. (1. VISA 2. MasterCard 3. Diners Club 4. AMEX 5. JCB)
- A bank transfer to JTB Global Marketing & Travel Inc. (Message: APEC Japan 2010)

Account at the Bank of Tokyo-Mitsubishi UFJ, Ltd. Shin-Marunouchi Branch

(swift code: BOTKJPJT)

1-1-1 Otemachi, Chiyoda-ku, Tokyo 100-8114 Japan (Account number: 4760343)

## CONFIRMATION

Your reservation would be completed upon receipt of your online reservation information and verifying your payment.

The Confirmation button will be displayed when you complete your reservation. Please print your confirmation slip by clicking the Confirmation button and bring it with you to the reception desk upon checking-in at the hotel.

## CANCELLATION

In the event of cancellation, the amount to be refunded will be offset with the following cancellation fees.

Up to 10 days before the first night of stay -----	None
9 to 5 days before-----	20% of daily room charge
4 to 2 days before -----	50% of daily room charge
1day before or on the day of arrival or no notice given -----	100% of daily room charge

\*\*In case your reservation is more than two consecutive nights, the cancellation fees will be charged for first two nights.

## Hotel Reservation Centre

APEC Japan 2010 Leaders Week in Yokohama Hotel Reservation Centre (JTB)

3-29-1 Tsuruya-cho, Kanagawa-ku,  
Yokohama 221-0835 Japan

Fax: +81-45-316-0523  
Phone: +81-45-316-0518 (0930~1730)  
+81-3-5796-5440 (For Administration 0930~1800)  
E-mail: [apec2010@met.jtb.jp](mailto:apec2010@met.jtb.jp)

## Hotel Map

