

-2013 AIMAG-

Accommodation Reservation Guide (SELF-FINANCERS)



2014 Incheon Asian Games Organizing Committee

I. PREFACE

The 4th Asian Indoor and Martial Arts Games will be held from June 29 to July 6, 2013 in the city of Incheon, Korea.

Following OCA's approval on Accommodation Plan on March 14, IAGOC has begun collecting Accommodation Reservation Forms on March 20, 2013.

Further to the previously sent Accommodation Reservation Guide, IAGOC hereby presents an updated reservation guide specifically for the self-financing guests. IAGOC has carefully drafted the guide after consultations with OCA, and we hope this Accommodation Reservation Guide facilitates your understanding of the reservation and payment procedure for your accommodation during the Games.

For your convenience, ICN TOUR & HOTELS CO., LTD., the 17th Asian Games Official Travel Agency, will be operating a website (www.icntour.com) where you can check your reservation status.

We sincerely ask you for your understanding of our tight schedule, and we hope you provide us with your reservation information in the most accurate manner possible and submit it to IAGOC at the earliest date. Moreover, please kindly note that IAGOC is not responsible for any reservations or payments made after the deadline. Those who missed the deadline will be advised to make their own reservations directly to the hotels.

We wish you a delightful trip to Incheon and we look forward to welcoming you to the 2013 AIMAG!

II. GENERAL INFORMATION

- **Reservation Eligibility:**
 - Registered participants of NOCs/IFs/AFs whose fees are at their own expense
 - Other self-financers including NOC Third Delegates and accompanying guests of Third Delegates
**Excluding Athletes and Officials who will be accommodated in the Athletes' Village.*
- **Reservation Method:**
 - One representative per each organization (NOC, IF/AF, etc.) collectively submits the Reservation Forms to IAGOC.
- **Reservation Deadline:** May 15, 2013
**May 10, 2013 for Sheraton Incheon and Songdo Bridge Hotel*
- **Payment Deadline:** May 20, 2013
**May 15, 2013 for Sheraton Incheon and Songdo Bridge Hotel*
- Upon making payments, please provide a copy of your Bank Transaction Request via E-mail to icn@icntour.com. Your reservation will be not confirmed until your Bank Transaction Request is received.

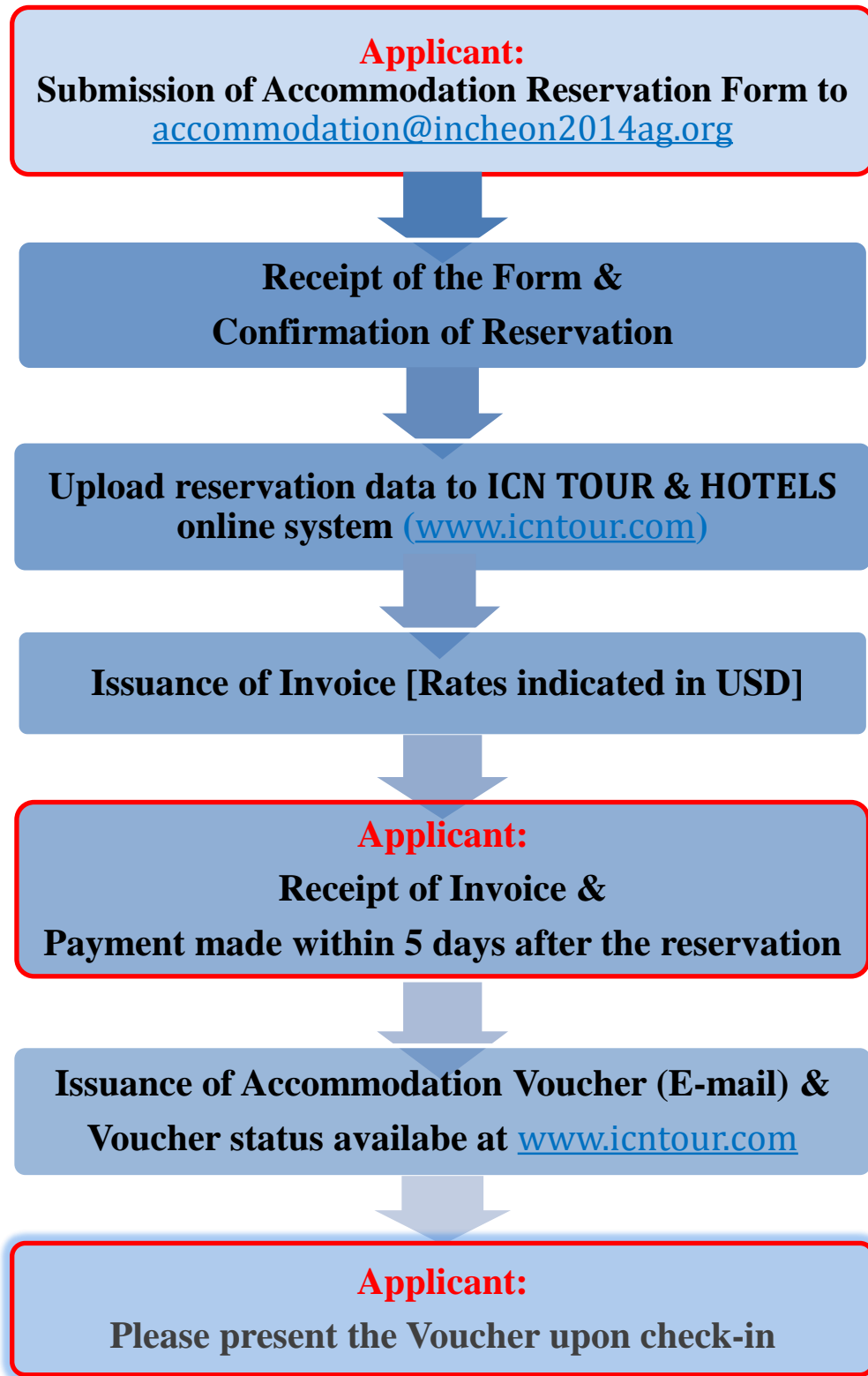
III. RESERVATION PROCESS

1. Submission of the Accommodation Reservation Form to IAGOC:

- | |
|--|
| <ul style="list-style-type: none">• Submission : accommodation@incheon2014ag.org• Inquiries : (+82) (0)32-458-2686 |
|--|

2. Confirmation of reservation by IAGOC
3. Uploading of reservation data on ICN TOUR & HOTELS website (www.icntour.com)
4. Issuance of Invoice via E-mail
 - *Please note that the accommodation rates indicated in this Reservation Guide are in Korean Won (KRW).*
 - *Total amount on the Invoice will be indicated in USD.*
 - *Fixed exchange rate (1USD = 1,065.97KRW) will be applied.*
5. Payment made by the applicant
 - *All payments must be made in full within 5 days after the reservation.*
 - *Reservations will be automatically cancelled if payments are not received within 5 days.*
6. Receipt of the payment
7. Issuance of Accommodation Vouchers

- **Reservation Procedure**



IV. PAYMENT TERMS

- Payment Deadline: May 20, 2013
**May 15, 2013 for Sheraton Incheon and Songdo Bridge Hotel*
- IAGOC will fulfill orders only when full payment has been received.
- All payments will have to be made by electronic transfer into the designated account below:

Account Name	ICN TOUR & HOTELS CO., LTD.
Bank Account	140-009-994447
Bank Name	Shinhan Bank
Branch Address	INCHEON FREE ECONOMIC ZONE banking center 175, Art center-daero, Yeonsu-gu, Incheon, Korea 406-840
Swift Code	SHBKKRSE

**Please note that all bank charges including remittance charges and those incurred during refunds will be at the applicant's expense.*

- In order to facilitate your reservation process, please provide a copy of your Bank Transaction Request via E-mail to icn@icntour.com upon making payments.

**Please note that receipt of the payment may take 4-5 days.*

V. LIST OF HOTELS FOR SELF-FINANCERS

Category	Name	Hotel			
		Room Type	Rate (KRW)	No. of '13 AIMAG Rooms	
NOC Dignitary	Shetaton Incheon Hotel	Deluxe Room	226,200	20	
		Club Room	308,550	20	
NOC Third Delegate & Accompanying Guest	BENIKIA Premier Songdo Bridge Hotel	Standard Twin	171,800	34	
		CSD	152,000	14	
Sponsor	Incheon Royal Hotel	Deluxe Twin	150,000	34	
NOC Observer	Paradise Hotel Incheon	Standard	149,200	66	
		Deluxe	167,220	24	
		J Suite	209,350	2	
		Ex Suite	259,350	1	
	NOC Sports Federations (NFs)	Best Western Premier Incheon Airport Hotel	Ondol(Double/Twin)	211,000	3
			Superior	182,000	16
			Deluxe Twin	211,000	56
			Premier Twin	232,000	10
	Registered Participants of NOCs/IFs/AFs	Incheon Airport Oceanside Hotel	Standard Single	80,000	9
			Deluxe Double	108,000	8
Deluxe Twin			121,000	22	
OCA Marketing Agency	Polaris Hotel (located in the nearby city of Incheon)	Deluxe Twin	99,000	25	
		Deluxe Double	99,000	16	
		Business Suite Twin	129,000	4	
		Business Suite Double	129,000	2	
		Royal Suite	200,000	4	
	Rio Tourist Hotel (located in the nearby city of Incheon)	Double Room	70,000	5	
		Twin Room	70,000	25	
		Deluxe Twin	70,000	10	

**Room rates are inclusive of taxes and breakfast (one guest per room).*

VI. IMPORTANT NOTES

- Times indicated in this Reservation Guide is Korean Standard Time. (GMT +9:00)
- Reservations will be fulfilled on a first-come, first-served basis.
- Reservation Deadline: May 15, 2013
**May 10, 2013 for Sheraton Incheon and Songdo Bridge Hotel*
- IAGOC is not responsible for any reservations or payments made after the deadline.
- Room rates are inclusive of taxes and breakfast for one guest per room.
- Any other incidental charges must be covered by hotel guests on a user-pay basis.
- Please note that all bank charges including remittance charges and those incurred during refunds will be at the applicant's expense.
- Please provide your E-mail address correctly, as the Voucher will be issued via E-mail.
- In case of paying as a group, please make sure to provide each individual's name and the paying amount to icn@icntour.com
- All payments must be made in full within 5 days after the reservation.
- In order to facilitate your reservation process, please provide a copy of your Bank Transaction Request via E-mail to icn@icntour.com upon making payments.
**Please note that receipt of the payment may take 4-5 days.*
- Please note that you can check your reservation status online via (www.icntour.com) under "My Page", or by simply entering your Order Number in the box "VIP Booking Search" on the bottom-left corner of the main page (www.icntour.com).

VII. CANCELLATION OF RESERVATION

→ Please refer to each accommodation's terms and conditions for detailed information.

VIII. CHECK-IN & CHECK-OUT

→ Please refer to each accommodation's terms and conditions for detailed information.

IX. HOTEL DETAILS

1. List of overall 2013 AIMAG accommodations

Hotel Name	Category
Hyatt Regency Incheon (1st HQ Hotel)	OCA, IOC
Best Western Premier Songdo Park Hotel (2nd HQ Hotel)	NOC(President and Secretary General, Accompanying Guest) IFs/AFs(President and Secretary General), TD
Sheraton Incheon	International Dignitary
Incheon Royal Hotel	Judge, Sponsor
Paradise Hotel Incheon	NOC Observer
Best Western Premier Incheon Airport Hotel	NOC Sports Federations (NFs)
Incheon Airport Oceanside Hotel	Registered Participants of NOCs/IFs/AFs
Polaris Hotel	OCA Marketing Agency
Rio Tourist Hotel	
Harbor Park Hotel	
Hotel Charis	Judge
Urban Boutique Hotel	
BENIKEA Premier Songdo Bridge Hotel	Judge, Media, NOC Third Delegate & Accompanying Guest
Ramada Songdo & 12 motels (Equuse Motel, June Motel, Romance Motel, All In Motel, Olympia Motel, Hotel Rosee, Mai Hotel, M Motel, Sisily Hotel, Win Motel, Hipark Motel, Goodstay Ansan Hotel, Zenne Motel)	Media

**Please note that the above information is subject to minor changes without notice*

2. Reservation & Payment Deadlines (Self-financers)

Category	Accommodation	Reservation Deadline	Payment Deadline
NOC Dignitary	Sheraton Incheon Hotel	May 10	May 15
NOC Third Delegate & Accompanying Guest	BENIKEA Premier Songdo Bridge Hotel	May 10	May 15
Sponsor	Incheon Royal Hotel	May 15	May 20
NOC Observer	Pardise Hotel Incheon	May 15	May 20
NOC Sports Federations (NFs)	Best Western Premier Incheon Airport Hotel	May 15	May 20
Registered Participants of NOCs/IFs/AFs	Incheon Airport Oceanside Hotel	May 15	May 20
	Polaris Hotel	May 15	May 20
OCA Marketing Agency	Rio Tourist Hotel	May 15	May 20

3. 2013 AIMAG Hotels for Self-financers

1) Sheraton Incheon Hotel

Booking Deadline: May 10, 2013

Hotel Class: 5 Star

Address: 6-9, Songdo-dong, Yeonsu-Gu, Incheon

Website: www.sheratonincheon.com

Hotel Facilities and Services:

Buffet	Fitness Center
Restaurant	Sauna
Banquet Hall	Business Center
Lounge	Swimming Pool



Location:

- Incheon Int'l Airport 29km
- Main Stadium 22km
- Media Center 0.3km
- Athletes' Village 3km

Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	321	40	-
Deluxe Room	247	20	266,200
Club Room	58	20	308,550

**Room rates are inclusive of taxes and breakfast (one guest per room).*

- **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 10, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- No refund is available if the reservation is cancelled after May 16, 2013.

- **Check-in and Check-out**

Check-in time is 3:00PM onwards, and check-out time is on or before 12:00PM (noon). Check-in before 3:00PM or check-out after 12:00PM will be charged at 100% of the daily room rate.

2) BENIKEA Premier Songdo Bridge Hotel

Booking Deadline: May 10, 2013

Hotel Class: 5 Star

Address: 10-2, Songdo-dong, Yeonsu-gu, Incheon

Website: www.songdobridgehotel.com

Hotel Facilities and Services:

Buffet
Banquet Hall
Lounge
Fitness Center
Business Center

Location:

- Incheon Int'l Airport 30km
- Main Stadium 23km
- Media Center 1.6km
- Athletes' Village 3.5km



Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	154	48	-
Standard Twin	108	34	171,800
Crew Standard Double	46	14	152,000

**Room rates are inclusive of taxes and breakfast (one guest per room).*

- **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 10, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 10, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 11, 2013 and May 31, 2013.
- No refund is available if the reservation is cancelled after June 1, 2013.

- **Check-in and Check-out**

Check-in time is 2:00PM onwards, and check-out time is on or before 12:00PM (noon). Between 9:00AM and 1:00PM, the check-in charge is at 50% and before 9:00AM is at 100% of the daily room rate. Check-out between 1:00PM and 4:00PM will be charged at 50% and check-out after 4:00 PM will be charged at 100% of the daily room rate.

3) Incheon Royal Hotel

Hotel Class: 5 Star

Address: 173-4, Ganseok-dong, Nandong-Gu, Incheon

Website: www.royalhotel.co.kr

Hotel Facilities and Services:

Buffet	Fitness Center
Banquet Hall	Business Center
Lounge	Restaurant
Massage Room	Sauna

Location:

- | | |
|-------------------------|------|
| • Incheon Int'l Airport | 40km |
| • Main Stadium | 7km |
| • Media Center | 14km |
| • Athletes' Village | 12km |
| • Dongbu Gymnasium | 3km |



Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	73	34	-
Deluxe Twin	73	34	150,000

**Room rates are inclusive of taxes and breakfast (one guest per room).*

• **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 15, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 16, 2013 and June 10, 2013.
- No refund is available if the reservation is cancelled after June 11, 2013.

• **Check-in and Check-out**

Check-in time is 2:00PM onwards, and check-out time is on or before 12:00PM (noon). Between 8:00AM and 12:00PM, the check-in charge is at 30% and before 8:00AM is at 100% of the daily room rate. Check-out between 2:00 PM and 4:00PM will be charged at 50% and check-out after 4:00 PM will be charged at 100% of the daily room rate.

4) Paradise Hotel Incheon

Hotel Class: 5 Star

Address: 3-1, Hang-dong, Jung-Gu, Incheon

Website: incheon.paradisehotel.co.kr

Hotel Facilities and Services:

Buffet	Fitness Center
Restaurant	Sauna
Banquet Hall	Business Center
Lounge	

Location:

- | | |
|-------------------------|------|
| • Incheon Int'l Airport | 33km |
| • Main Stadium | 23km |
| • Media Center | 11km |
| • Athletes' Village | 12km |
| • Dowon Gymnasium | 2km |



Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	170	93	-
Standard	92	66	149,200
Deluxe	57	24	167,220
J Suite	20	2	209,350
Ex Suite	1	1	259,350

**Room rates are inclusive of taxes and breakfast (one guest per room).*

• **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 15, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 16, 2013 and May 31, 2013.
- No refund is available if the reservation is cancelled after June 1, 2013.

• **Check-in and Check-out**

Check-in time is 2:00PM onwards, and check-out time is on or before 12:00PM (noon). Between 9:00AM and 12:00PM, the check-in charge is at 50% and before 9:00AM is at 100% of the daily room rate. Check-out between 2:00 PM and 5:00PM will be charged at 50% and check-out after 5:00PM will be charged at 100% of the daily room rate.

5) Best Western Premier Incheon Airport Hotel

Hotel Class: 5 Star

Address: 2850-4, Unseo-dong, Jung-Gu, Incheon

Website: www.airporthotel.co.kr

Hotel Facilities and Services:

Restaurants	Banquet Hall
Massage Room	Fitness Center
Laundry Room	

Location:

- | | |
|----------------------------|-------|
| • Incheon Int'l Airport | 10km |
| • Main Stadium | 37km |
| • Media Center | 23km |
| • Athletes' Village | 24km |
| • 1 st HQ Hotel | 0.5km |



Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	191	85	-
Ondol* (Double/Twin)	22	3	211,000
Superior	16	16	182,000
Deluxe Twin	134	56	211,000
Premier Twin	19	10	232,000

**Ondol Room is a traditional Korean-style guestroom*

**Room rates are inclusive of taxes and breakfast (one guest per room).*

- **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 15, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 16, 2013 and June 5, 2013.
- No refund is available if the reservation is cancelled after June 6, 2013.

- **Check-in and Check-out**

Check-in time is 3:00PM onwards, and check-out time is on or before 12:00PM (noon). Between 9:00AM and 12:00PM, the check-in charge is 50% and before 9:00AM is at 100% of the daily room rate. Check-out between 1:00 PM and 5:00PM will be charged at 50% and check-out after 5:00 PM will be charged at 100% of the daily room rate.

6) Incheon Airport Oceanside Hotel

Hotel Class: 3 Star

Address: 128-17, Deokgyo-dong, Jung-gu, Incheon

Website: www.oceanside.co.kr

Hotel Facilities and Services:

Buffet	Fitness Center
Banquet Hall	Business Center
Lounge	

Location:

- | | |
|----------------------------|-------|
| • Incheon Int'l Airport | 9km |
| • Main Stadium | 46km |
| • Media Center | 30km |
| • Athletes' Village | 33km |
| • 1 st HQ Hotel | 5.6km |



Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	43	39	-
Standard Single	9	9	80,000
Deluxe Double	8	8	108,000
Deluxe Twin	26	22	121,000

**Room rates are inclusive of taxes and breakfast (one guest per room).*

- **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 15, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 16, 2013 and May 31, 2013.
- No refund is available if the reservation is cancelled after June 1, 2013.

- **Check-in and Check-out**

Check-in time is 1:00PM onwards, and check-out time is on or before 12:00PM (noon). Between 7:00AM and 11:00AM, the check-in charge is at 40% and before 7:00AM is at 100% of the daily room rate. Check-out between 2:00 PM and 6:00PM will be charged at 40% and check-out after 6:00 PM will be charged at 100% of the daily room rate.

7) Polaris Hotel

Hotel Class: 4 Star

Address: 548-3, Sang-dong, Bucheon-si, Gyeonggi-do

**Located in the nearby city of Incheon*

Website: www.polarishotel.co.kr

Hotel Facilities and Services:

Restaurant

Coffee Shop

Banquet Hall

Business Center

Location:

- Incheon Int'l Airport 42km
- Main Stadium 2km
- Media Center 21km
- Athletes' Village 20km



Room Type	No. of Rooms	AIMAG '13 Rooms	Rate (KRW)
<i>Total</i>	96	51	-
Deluxe Twin	39	25	99,000
Deluxe Double	25	16	99,000
Business Suite Twin	5	4	129,000
Business Suite Double	6	2	129,000
Royal Suite	4	4	200,000

**Room rates are inclusive of taxes and breakfast (one guest per room).*

- **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 15, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 16, 2013 and May 31, 2013.
- No refund is available if the reservation is cancelled after June 1, 2013.

- **Check-in and Check-out**

Check-in time is 3:00PM onwards, and check-out time is on or before 11:00AM (noon). Between 8:00AM and 1:00PM, the check-in charge is at 30% and before 8:00AM is at 100% of the daily room rate. Check-out between 1:00 PM and 3:00PM will be charged at 30% and check-out after 3:00 PM will be charged at 100% of the daily room rate.

• **Cancellation of Reservation**

Applicants will be entitled to access a refund of accommodation fees for any cancellations made according to the following schedules:

(Booking Deadline: May 15, 2013)

- Full refund of total amount already paid will be made, providing the reservation is cancelled on or before May 15, 2013.
- 50% of the total amount already paid will be refunded, providing the reservation is cancelled between May 16, 2013 and May 31, 2013.
- No refund is available if the reservation is cancelled after June 1, 2013.

• **Check-in and Check-out**

Check-in time is 2:00PM onwards, and check-out time is on or before 12:00PM (noon). Between 7:00AM and 12:00PM, the check-in charge is at 50% and before 7:00AM is at 100% of the daily room rate. Check-out between 2:00 PM and 6:00PM will be charged at 50% and check-out after 6:00 PM will be charged at 100% of the daily room rate.

- 2013AIMAG ACCOMMODATIONS -

Location

