



Dear Delegates of Mindanao International Studies Society Convention,

Welcome to Marco Polo Davao!

We are pleased to provide you guidelines for your stay as follows:

- Room charges for guests arriving/departing before or after that date shall be charged to the guest's personal account to be settled upon check-out, unless specified by the Organizer.
- Local calls are charged at Php15/call. Long distance calls shall be charged accordingly. Call charges shall be on your personal account and shall be settled upon check-out.
- Incidental charges such as mini-bar consumption, meals taken at Hotel's food outlets (other than the pre-arranged meals), room service, laundry, phone calls, etc. shall be on cash basis. If you wish to have signing privileges, a cash deposit or cc imprint shall be required at the front desk.
- **In conformity to the anti-smoking city ordinance, Smoking is strictly prohibited in all guest rooms. Non-compliance will be penalized for a fee of Php10, 000.00. There will be designated smoking area in the vicinity.**
- The Hotel does not encourage bringing in of cooked food, beverages and liquors.
- The Hotel does not encourage availing of massage services aside from that of Lazuli Spa's which is located at the Fourth Level of the Hotel. Should you be interested, you may contact the operator.
- Should you wish to bring home items inside the room (towels, pillows, bathrobe, duvet, etc.), please refer to the Front Desk. We will be happy to assist you in making your purchase.
- Check-out time is 12:00 noon. Please advise the Front Desk cashier one (1) hour before check-out.
- Please pass by our Front desk to return your key upon check-out.

For any additional information, you may refer to the Secretariat. You may likewise dial "o" for Marco Polo Davao Assistant Manager on duty.

We wish you a pleasant stay at Marco Polo Davao.

Sincerely Yours,

Duty Manager