

FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION
MAKE YOUR RESERVATION ONLINE at www.aca.org/housing



2005 Winter Conference Hotel Reservation Request

Reservation Cutoff Date:
December 2, 2004

To make reservations, mail this reservation form to:
ACA Housing Bureau
c/o Greater Phoenix Convention & Visitors Bureau
400 East Van Buren Street, Suite 600 • Phoenix, AZ 85004-2290
Make your reservation online at www.aca.org/housing
Fax to: (602) 256-5292

PHONE RESERVATIONS WILL NOT BE ACCEPTED

Conference Dates:
January 8-12, 2005

HOTEL RESERVATIONS MAY BE MADE ONLINE, BY FAX OR BY MAIL. THIS FORM MUST BE USED FOR ALL FAXED OR MAILED REQUESTS AND THOSE REQUESTS CANNOT BE PROCESSED IF THIS FORM IS INCOMPLETE. Please keep a copy of this form for your records. **DO NOT MAIL A COPY OF THIS FORM AFTER MAKING RESERVATIONS ONLINE OR BY FAX. THIS MAY RESULT IN A DUPLICATE RESERVATION.** Acknowledgements will be e-mailed, if an e-mail address is provided in field #8. Please photocopy this form for each room you are requesting. All reservations must be made through the ACA Housing Bureau, **NOT** with the individual hotels. All reservation changes and cancellations must be directed to the ACA Housing Bureau, on or before December 16, 2004, via e-mail, fax or mail.

1. **SELECT THREE HOTELS:** Rooms are assigned first-come, first-served. If choices are not available, a room will be secured at a hotel based on availability and your preference of rate or proximity. **USE HOTEL CODES ONLY.** See page 17 for codes.

1st Choice _____ (Hotel Code) 2nd Choice _____ (Hotel Code) 3rd Choice _____ (Hotel Code)

If hotel choices are unavailable, which is more important? Room Rate Location

2. **ARRIVAL:** Day/Date: _____ 3. **DEPARTURE:** Day/Date: _____

4. **SPECIAL REQUESTS:** KING TWO DOUBLE BEDS SMOKING NON-SMOKING
 ADA (Please list any special needs) _____

The ACA Housing Bureau will request room type. There is no guarantee that room type will be available.

5. **TOTAL NUMBER OF PEOPLE IN ROOM:** _____

6. **SHARING ROOM WITH:** First name first.

1. _____ 2. _____

7. **ROOM GUARANTEE:** A \$125 guarantee per room is required to make a reservation. The guarantee amount is payable by credit card or check (by mail only). Requests received without a valid guarantee will be returned and will not be processed. Credit cards must be valid through January 2005 in order to be considered a proper guarantee. If paying by check (by mail only), make payable to ACA Housing Bureau in U.S. funds drawn on a U.S. bank. Please allow a few extra days to process your hotel reservations when paying by check. Online reservations will be acknowledged the same business day as received. Faxed reservations will be acknowledged within 7 business days of receipt. Mailed reservations will be acknowledged within 14 business days of receipt. Confirmations will not be received from the individual hotel where your reservation has been made.

Name on Credit Card _____ Credit Card Number (Valid through January 2005) _____ Exp Date _____

Please Check One: American Express MasterCard Visa Discover Card

(Indicate the v-code number located on the back of the credit card on the signature strip _____) Signature _____

8. **FIRST NAME** _____ **MI** _____ **LAST NAME** _____

AFFILIATION/COMPANY _____

STREET ADDRESS OR P.O. BOX NUMBER _____

CITY _____ **STATE** _____ **COUNTRY** _____ **ZIP CODE** _____

E-MAIL ADDRESS: _____

***DAYTIME PHONE NUMBER** _____ ***FAX NUMBER** (if international, please indicate country and city code) _____

CANCELLATIONS/CHANGES POLICY: All reservation changes or cancellations must be received by the ACA Housing Bureau on or before 5:00 p.m. (MST) December 16, 2004, by email, fax or mail. Any changes or cancellations beginning December 20, 2004, must be directed to your confirmed hotel. The ACA Housing Bureau and the individual hotels will NOT be accepting changes or cancellations from December 17 through December 19, 2004. Check guarantees will be refunded, minus a \$16 non-refundable cancellation fee, if the reservation is cancelled at least 72 hours prior to the scheduled arrival date. Reservations guaranteed with a credit card will be charged a \$16 cancellation fee, if the reservation is cancelled at any time after 5 p.m. (MST) December 16, 2004. **CANCELLATIONS MADE LESS THAN 72 HOURS PRIOR TO THE SCHEDULED ARRIVAL DATE WILL FORFEIT THE ROOM GUARANTEE OF \$125 PER ROOM.** (Reservations guaranteed by check will forfeit their \$125. Reservations guaranteed by credit card will be charged \$125.)

NOTE: ALL ENTERTAINING/MEETING SUITES must be reserved in advance through the ACA Office. Entertaining/meeting suite reservations will NOT be accepted by the ACA Housing Bureau or the individual hotels. To reserve a suite, contact the ACA Convention Department at (800) 222-5646, ext. 1922.