

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



2006 Winter Conference Hotel Reservation Request

Reservation Cutoff Date:
December 27, 2005

To make reservations, mail this reservation form to:
ACA Housing Bureau/Gaylord Opryland Resort & Convention Center
Attn: Reservations
2800 Opryland Drive • Nashville, TN 37214
Call: (615) 883-2211 or Fax: (615) 871-6345

Conference Dates:
January 28-
February 1, 2006

HOTEL RESERVATIONS MAY BE MADE ONLINE, BY TELEPHONE, FAX OR 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, BY TELEPHONE OR FAX. THIS MAY RESULT IN A DUPLICATE RESERVATION.** Acknowledgements will be e-mailed; if an e-mail address is provided in field #8a. Please photocopy this form for each room you are requesting. All reservations must be made through the ACA Housing Bureau/Gaylord Opryland Resort & Convention Center. **All reservation changes and cancellations must be directed to the ACA Housing Bureau/Gaylord Opryland Resort & Convention Center, on or before January 12, 2005, via internet, telephone, fax or mail.**

1. **SELECT HOTEL CHOICE:** Rooms are assigned on a first-come, first-served. If first choice is not available, a room will be secured at your second choice.

1st Choice _____ 2nd Choice _____

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

4. **SPECIAL REQUESTS:** STANDARD ROOM GARDEN ROOM (Gaylord Opryland Resort only) KING TWO DOUBLE BEDS
 SMOKING NON-SMOKING ADA (Please list any special needs) _____

The ACA Housing Bureau/Gaylord Opryland Resort & Convention Center 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 credit card or check guarantee will be returned and will not be processed. Only American Express, MasterCard, Visa and Discover will be accepted. Credit cards must be valid through February 2006 in order to be considered a proper guarantee. All checks must be payable to the Gaylord Opryland Resort & Convention Center in U. S. funds drawn on a U. S. Bank. (Gaylord Opryland Resort & Convention Center will act as the Housing Bureau.) **No wire transfers will be accepted.** Please allow a few extra days to process your hotel reservation when submitting a guarantee by check. Online reservations will be acknowledged the same business day as received. Faxed and mailed reservations will be acknowledged within 6 business days of receipt. ALL confirmations will be sent from the ACA Housing Bureau/Gaylord Opryland Resort & Convention Center.

When mailing or faxing reservations, use one form per room, regardless of the number of guests staying in the room. Be sure to indicate the names of all persons staying in the room. MULTIPLE RESERVATIONS IN THE SAME NAME WILL NOT BE ACCEPTED.

Name on Credit Card _____ Credit Card Number (Valid through February 2006) _____ 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 _____

8a. 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) _____

8b. SEND ACKNOWLEDGMENT TO: E-MAIL ABOVE ADDRESS ABOVE FAX ABOVE

CANCELLATIONS/CHANGES POLICY: All reservation changes or cancellations made on or before 5:00 p.m. (CST) January 12, 2006, should be made to the ACA Housing Bureau/Gaylord Opryland Resort & Convention Center via e-mail, fax, mail or telephone. Any changes or cancellations beginning January 16, 2006, must be directed to your confirmed hotel. The ACA Housing Bureau/Gaylord Opryland Resort & Convention Center will NOT be accepting changes or cancellations from January 13 through January 15, 2006. **CANCELLATIONS MADE LESS THAN 72 HOURS PRIOR TO THE SCHEDULED ARRIVAL DATE, OR IF YOU FAIL TO CHECK-IN, WILL FORFEIT THE ROOM GUARANTEE OF \$125 PER ROOM.** (If the guarantee was made with a check, that amount will be forfeited. If the guarantee was made by credit card, the card will automatically 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/Gaylord Opryland Resort & Convention Center or the Radisson Hotel Opryland. To reserve a suite, contact the ACA Convention Department at (800) 222-5646, ext. 1922.

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