



2007 Winter Conference Hotel Reservation Request

Reservation Cutoff Date:
December 27, 2006

1 - 2 - 3 - 4 EASY WAYS TO RESERVE YOUR HOTEL ROOM(S)

Online: www.aca.org/housing Email: Housing@visittampabay.com Fax: (813) 218-3369

Mail: Tampa Bay Housing Bureau, 400 North Tampa Street, Suite 2800, Tampa, FL 33602

Conference Dates:
January 20-24, 2007

HOTEL RESERVATIONS MAY BE MADE ONLINE, BY 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 OR BY FAX. THIS MAY RESULT IN A DUPLICATE RESERVATION. Acknowledgements will be e-mailed, providing that an e-mail address is listed in the Attendee Information section of this form. Please photocopy this form for each room you are requesting. All reservations must be made through the Tampa Bay Housing Bureau, NOT with the individual hotels. All reservation changes and cancellations must be directed to the Tampa Bay Housing Bureau on or before December 27, 2006, via the Internet, fax or mail.

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

3. **SELECT FOUR 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.** Hotel Codes List on page 29.

1st Choice _____ (Hotel Code) 2nd Choice _____ (Hotel Code) 3rd Choice _____ (Hotel Code) 4th Choice _____ (Hotel Code)

If all hotels are unavailable, comparable reservations will be made at another participating hotel. Please process this reservation according to (please check one):

Comparable Room Rate Proximity to conference site Do not process this reservation & advise of alternatives

4. **ROOM INFORMATION:** Please provide names of all persons to occupy room and type of room. Only one room per form. Please make copies, if necessary. Room

occupants are: 1. _____ 2. _____ 3. _____ 4. _____

SINGLE DOUBLE (2ppl/1 bed) DOUBLE/DOUBLE (2ppl/2 beds) SMOKING NON-SMOKING

Note: Room type and special room requests based on availability at check in.

5. **SPECIAL REQUEST:** I am in need of an ADA accessible room. I may need special assistance from hotel in event of an emergency.

Other, please list: _____

6. FIRST NAME _____ MI _____ LAST NAME _____

E-MAIL ADDRESS: _____

AFFILIATION/COMPANY/ORGANIZATION _____

STREET ADDRESS OR P.O. BOX NUMBER _____

CITY _____ STATE _____ COUNTRY _____ ZIP CODE _____

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

Check one: I am Exhibitor Attendee Speaker Guest

7. **ROOM GUARANTEE:** A \$125 guarantee per room is required to make a room reservation. The guarantee amount is payable by credit card. Requests received without a valid guarantee will be returned and will not be processed. The credit card will not be charged unless the reservation is cancelled after January 2, 2007; then the appropriate cancellation fee will be charged. Credit cards must be valid through January 2007 in order to be considered a proper guarantee. Reservations will be acknowledged within 48 hours once a reservation is made. Confirmations will not be received from the individual hotel where your reservations have been made. If you do not receive an acknowledgement of your reservation within 14 days of sending in your form, please send an e-mail to housing@visittampabay.com.

Please Check One: Visa MasterCard American Express Discover Diner's Club

Credit Card Number (valid through January 2007) _____ Exp. Date _____

Name on Credit Card (Please Print) _____ Signature _____ Date _____

CANCELLATIONS/CHANGES POLICY: All reservation changes or cancellations made on or before 5:00 p.m. (EST) January 2, 2007, must be made to the Visit Tampa Bay Housing Bureau via e-mail, fax, or mail. E-mail changes or cancellations should be made using the following dedicated e-mail address - housing@visittampabay.com. The Visit Tampa Bay Housing Bureau and the individual hotels will NOT be accepting changes or cancellations from January 3-7, 2007. Guaranteed reservations will be charged a \$25.00 cancellation fee, if the reservation is cancelled at any time after 5:00 p.m. (EST) on January 2, 2007. **CANCELLATIONS MADE LESS THAN 48 HOURS PRIOR TO THE SCHEDULED ARRIVAL DATE WILL FORFEIT THE ROOM GUARANTEE OF \$125 PER ROOM for the Western Tampa Harbour Island and Marriott Waterside Hotel and Marina. All other properties will honor a 72 hour cancellation. Any changes or cancellations beginning January 8, 2007, must be directed to your confirmed hotel.**

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. 0016.

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