



2008 Winter Conference Hotel Reservation Request

Reservation Cutoff Date:

December 19, 2007

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

Online: www.aca.org/housing **Email:** ACAHousing@ci.grapevine.tx.us **Fax:** (817) 410-3036

Mail: ACA Housing Bureau c/o Grapevine Convention & Visitors Bureau, One Liberty Park Plaza, Grapevine, TX 76051

Conference Dates:
January 11-16, 2008

ACA Information Only Hotline: (800) 457-6338, ext. 3531 or (817) 410-3531

HOTEL RESERVATIONS MAY BE MADE ONLINE, BY EMAIL, 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 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 19, 2007, via the Internet, fax or mail.

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

3. **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.** Hotel Codes List on page xx.


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

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 HOTEL NON-SMOKING HOTELS
HYATT GAYLORD & RESIDENCE

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 guarantee equal to one night's stay per room is required to make a room reservation. The guarantee amount is payable only by credit card. Requests received without a valid guarantee will be returned and will not be processed. Credit cards must be valid through February 2008 in order to be considered a proper guarantee. Reservations will be acknowledged within 72 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 7 days of sending in your form, please send an e-mail to ACAHousing@ci.grapevine.tx.us.

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

Credit Card Number (valid through February 2008) _____ 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) December 19, 2007, must be made to the ACA Housing Bureau via e-mail, fax, or mail. E-mail changes or cancellations should be made using the following dedicated e-mail address - ACAHousing@ci.grapevine.tx.us. The ACA Housing Bureau and the individual hotels will NOT be accepting changes or cancellations until December 31, 2007. **CANCELLATIONS MADE LESS THAN 72 HOURS PRIOR TO THE SCHEDULED ARRIVAL DATE WILL FORFEIT THE ROOM GUARANTEE OF ONE NIGHT'S STAY for all properties.** Any changes or cancellations beginning December 31, 2007, must be directed to only 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.

Winter Conference
Hotel Information

Gaylord Texan (Headquarter Hotel)

1501 Gaylord Trail
Grapevine, TX 76051

\$185 Single/Double

Hotel Code = TEX

Hyatt Regency DFW

2334 N. International Parkway
DFW Airport, TX 75261

\$174 Single/Double

Hotel Code = HYA

Residence Inn DFW Airport North

2020 State Highway 26
Grapevine, TX 76051

\$159 Single/Double

Hotel Code = RES