

INSTRUCTIONS

For best availability, make reservation online at www.adea.org/events. Faxed or mailed housing requests will take longer to process, and your hotel choices may not be available.

INTERNET: Make reservation online at www.adea.org/events.

FAX: Use one form per request; make copies as needed. Fax fully completed forms with credit card authorization to 602-256-5292.

MAIL: Send fully completed forms with credit card authorization or a check or money order equal to one night's deposit plus tax, currently 12.27%.

ADEA-Phoenix Housing Bureau
 c/o GPCVB
 400 East Van Buren Street, Suite 600
 Phoenix, AZ 85004-2290

TELEPHONE: NO PHONE RESERVATIONS WILL BE ACCEPTED. For questions only, call ADEA-Phoenix Housing Bureau at 602-452-6269. For changes or cancellations, email hsgcoor@visitphoenix.com or fax 602-256-5292.

DEPOSITS: One night's room rate plus 12.27% tax (subject to change) is required to process each reservation request. Deposits with a credit card will be processed after March 2, 2009. Check deposits should be made payable to ADEA-Phoenix Housing Bureau.

ROOM RATES/TAXES: To take advantage of the special ADEA rates, book your reservation on or before February 20, 2009. After February 20, ADEA room blocks may be released and hotels may charge higher rates. All rates are per room and subject to 12.27% tax (subject to change). Special requests cannot be guaranteed. Hotels will do their best to honor all requests based on availability, and will assign specific room types upon check-in.

ACKNOWLEDGEMENTS: Please review all information for accuracy. The Phoenix-ADEA Housing Bureau system will generate an emailed, faxed, or mailed acknowledgement after processing. If you do not receive your acknowledgement within 14 days, please contact the ADEA-Phoenix Housing Bureau immediately. You may modify or cancel your reservation online at www.adea.org/events. You will not receive a confirmation from the hotel. Hotels receive reservation information after February 27, 2009.

MODIFICATIONS – CANCELLATIONS: Continue to make, modify, or cancel reservations through 4:00 p.m. Mountain Time on February 27, 2009, via the Housing Bureau. Beginning February 28, 2009, you should contact hotels directly. Reservations secured by a check will be assessed a \$25 processing/cancellation fee if cancelled at any time. Rooms guaranteed with a credit card will be subject to a \$25 cancellation/processing fee after 4:00 p.m. Mountain Time February 20, 2009. Your full deposit will be forfeited if you do not cancel your entire reservation 72 hours prior to your scheduled arrival date.

GUEST INFORMATION

Arrival Date _____ **Departure Date** _____

First Name _____ M.I. _____ Last Name _____

Email Address _____

Daytime Phone _____

Nighttime Phone _____ Fax _____

If you are outside the USA, please provide country and city access numbers

Company _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code, Country _____

HOTEL SELECTION

Please list two choices in order of preference

First _____ Second _____


If requested hotels are not available, a reservation will be made at the next available hotel.
Please indicate preferred criteria for choices:

Comparable room rate Proximity to conference site

of occupants # of beds requested

List all room occupants:

1 _____	3 _____
2 _____	4 _____

 Check here if you have a disability requiring special services

Special requests: _____

DEPOSIT INFORMATION

All hotels require a deposit of one night's room rate plus 12.27% tax with each reservation request.

- Check – Payable to Phoenix-ADEA Housing Bureau. If guaranteed with a check, a reservation cancelled at any time will be subject to a \$25 fee.
- Credit card – Please be advised your credit card must be valid through March 2009 or your reservation will not be processed. Deposits will be charged to your credit card on March 2, 2009.

American Express Discover
 MasterCard Visa

Card Number _____

Name on Credit Card _____

Expiration Date* _____

Valid thru xx/xx _____

Cardholder's Signature* _____

***Necessary to process reservation**

Questions?

602-452-6269 or hsgcoor@visitphoenix.com