

# Housing Registration Form

A&WMA'S 101ST ANNUAL CONFERENCE & EXHIBITION • JUNE 24-27, 2008 • PORTLAND, OREGON

## Reservations accepted by the following methods:

Online:  
www.awma.org/ace2008

This is the quickest and most effective method

Fax:  
+1-503-275-9782  
(Please do not mail after faxing.)

Mail:  
A&WMA – POVA Housing  
1000 SW Broadway, Suite 2300  
Portland, OR 97205

Telephone:  
A&WMA Housing Bureau  
Monday-Friday  
Hours: 9:00 a.m. – 5:00 p.m. (PACIFIC Time)  
Toll Free: Call 1-877-PORTLAND (1-877-678-5263)  
and choose option #2.

International registrants may call: +1-503-275-9293

Questions ONLY:  
Send and email to:  
housing@pova.com or call  
the Housing Bureau directly.

RESERVATION DEADLINE: May 28, 2008

## Contact Information Form:

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Fax \_\_\_\_\_

(note: if providing international phone numbers, please include country and city access numbers)

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

## Hotel Choices/Rates per Night

		Single/Double	Triple	Quad
<b>Hilton Portland and Executive Tower</b>	Conference	\$152	\$152	\$152
	Government	\$106	\$106	\$106
<b>DoubleTree Hotel Lloyd Center</b>	Conference	\$122 (Std.) \$132 (Prm.)	N/A \$147	N/A \$162
	Government	\$106	\$121	\$136
<b>Marriott Portland City Center</b>	Conference	\$149	\$165	\$165
	Government	\$106	N/A	N/A
<b>The Paramount Hotel</b>	Conference	\$154	\$169	\$184
	Government	\$106/\$121	\$136	\$151
<b>Courtyard by Marriott Lloyd Center</b>	Conference	\$125	\$135	\$135
	Government	\$106	\$106	\$106

## Payment and Guarantee Information

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. The preferred and easiest method of guarantee is with a credit card (valid at least through the dates of the conference). If you do not have a credit card to use for guarantee, check deposits for at least the amount of one night's room rate plus tax (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s).

American Express  MasterCard  Visa  Discover  Diner's Club  Other

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

\*necessary to process reservation

Check deposit enclosed in the amount of \$ \_\_\_\_\_ (per room requested) made payable to: POVA HOUSING. Refunds for cancelled reservations that are guaranteed with a check deposit will be mailed within 10 days upon receipt of written notification, less any cancellation fees (if applicable). Mail check deposit along with completed housing form(s) to: A&WMA – POVA Housing, 1000 SW Broadway, Suite 2300, Portland, OR 97205

Do not mail housing forms that were previously sent via fax or that were made online.

## Hotel and Room Information

Please list the names of four hotels in order of preference:

First \_\_\_\_\_

Second \_\_\_\_\_

Third \_\_\_\_\_

Fourth \_\_\_\_\_

If all requested rooms are unavailable, a reservation will be made at the next available hotel. Please indicate a criteria for placement:

Comparable room rate  Proximity to convention center

Circle # of beds requested: 1 2

Due to limited availability, select 2 beds only if necessary.

Circle # of occupants: 1 2 3 4

List all room occupants: \_\_\_\_\_

Check here if you have a disability and require special services.

Non-smoking request

Special requests: \_\_\_\_\_

### Acknowledgments

The Housing Bureau automatically sends acknowledgments once the request has been processed. **You will not receive a confirmation from the hotel.** Acknowledgments are sent via email (immediately after processing), fax (within a few hours of processing), or mail (up to 10 business days). Please review all information for accuracy. If you do not receive your acknowledgment within 15 business days, please contact the Housing Bureau.

### Rates/Taxes and Special Requests

To take advantage of the special conference rates, please book your reservation by **May 28, 2008**. After that date, room blocks will be released and hotels may charge higher rates. All rates are per room and do not include **12.5% occupancy tax** (subject to change). Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

### Changes and Cancellations

Before June 18, 2008: Changes to name, stay dates, address, or special requests can be made online at: www.awma.org/ace2008 or by contacting the A&WMA Housing Bureau to modify or cancel your reservation.

After June 18, 2008: All changes and cancellations must be made directly with the assigned hotel.  
**Do not contact the hotel directly until after June 18, 2008.**