



EXHIBITOR BLOCK REQUEST FORM (10 or More Rooms Only)
Scan and email this form to housing@1105media.com


EXHIBITOR CONTACT:

First Name _____ MI _____ Last Name _____
 Title/Dept. _____ Company _____
 Address _____
 Address 2 _____
 City _____ State/Province _____
 ZIP/Postal Code _____ Country _____
 Phone _____ Fax _____
 Email _____

HOTEL SELECTION:

<u>Hotel:</u>	<u>Preference (1,2,3)</u>	<u>Single</u>	<u>Number of Singles 1 or 2 people/1bed</u>	<u>Double</u>	<u>Number of Doubles 2+ people/2 beds</u>
Renaissance Washington DC		\$259		\$259	
Henley Park		\$269		\$269	
Hampton Inn Convention Center		\$229		\$229	

Indicate order of preference (1st, 2nd, 3rd) above. If requested hotels are unavailable, reservations will be made at the next hotel

 _____ Check here if you are booking a room(s) for a colleague with a disability requiring special services

REQUESTS FOR 10 OR MORE ROOMS:

Use the spaces below to indicate the number of rooms per night. The number of rooms selected at the front and back ends of your staff will affect hotel placement. **Please be accurate and conservative.**

Saturday	Sunday	Monday-Move-In	Tuesday- Expo Open	Wednesday - Expo Open	Thursday - Move-Out	Friday	Saturday
5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/18

You will receive a confirmation letter from the housing bureau with a code and information to manage your room block online

DEPOSIT INFORMATION:

All reservation requests must be accompanied by a credit card guarantee for one night's room and tax. Housing forms received without a valid guarantee/deposit will not be processed.

_____ Visa _____ MasterCard _____ American Express

Card Number _____ Exp. Date _____

Name on Credit Card (please print) _____

Cardholders Signature _____
 I hereby authorize SPAC Housing or any one of the conference hotels to process and charge to my credit card for each Room Deposit in accordance with the policies and information.

TAX, FEES and REQUESTS:

All rates are per room and are subject to 14.5% tax (subject to change). Special requests cannot be guaranteed; however, hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

CANCELLATION POLICY:

Cancellations after May 10, 2013 and prior to 72 hours before arrival date will be subject to a \$30 processing fee. One night's room and tax will be forfeited entirely if cancellation occurs within the hotels cancellation policy

QUESTIONS: Contact Andy Jenkins at ajenkins@1105media.com