



**ADSA – ASAS Joint Annual Meeting
PHOENIX CIVIC PLAZA
June 22 – 26, 2003 ~ PHOENIX, ARIZONA**



*** NO PHONE RESERVATIONS WILL BE ACCEPTED ***

INSTRUCTIONS

For best availability and immediate confirmation, make reservation via internet at www.fass.org/phoenix03. Faxed or mailed housing requests will take longer to process and choice hotels may not be available.

INTERNET: Visit the ADSA-ASAS Joint Annual Meeting web site at www.fass.org/phoenix03

FAX: Only fully completed forms with credit card authorization valid through 6/03 will be accepted by fax at: 602-256-5292. Use one form per room request; make copies as needed.

MAIL: Fully completed forms with either credit card authorization valid through 6/03; a check or money order equal to one night's deposit plus tax (currently 12.07%) made payable to the ADSA - ASAS Housing Bureau and mail to GPCVB, ADSA-ASAS Housing Bureau, 400 E. Van Buren Street, #600, Phoenix, AZ 85004.

TELEPHONE: NO PHONE RESERVATIONS WILL BE ACCEPTED. Voicemail cancellations or changes only-call the ADSA-ASAS Housing Bureau at 602-452-6269, 8 AM – 4 PM AZ Time or e-mail hsgcoor@visitphoenix.com.

ACKNOWLEDGEMENTS

The ADSA-ASAS Housing Bureau will process all acknowledgements within 14 days. You will receive via email, fax or mail. Please review all information for accuracy. If you do not receive your acknowledgement in this time frame, please contact the ADSA-ASAS Housing Bureau. You may check your reservation on-line, at www.fass.org/phoenix03 as long as you included an email address on your initial booking. You will not receive a confirmation notice from the hotel.

ROOM RATES-TAXES-REQUESTS

To take advantage of the special ADSA-ASAS rates, please book your reservation by May 16, 2003. After May 16, 2003, the ADSA-ASAS room blocks will be released and hotels may charge higher rates. All rates are per room and are subject to 12.07% tax (subject to change). Special requests cannot be guaranteed, however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

DEPOSITS

A one night's rate plus 12.07% tax (tax subject to change) deposit is required with each reservation request. Credit card deposits will be processed on or after June 4, 2003. Deposits by Check (US funds) should be made payable to ADSA-ASAS Housing Bureau, GPCVB, 400 E. Van Buren Street, Suite 600, Phoenix, AZ 85004.

CHANGES-CANCELLATIONS-REFUNDS

Changes, modifications, and cancellations prior to June 4, 2003 4 pm AZ time must go through the Housing Bureau. Reservations secured by a check will be assessed a \$25.00 processing, cancellation fee if cancelled at any time. Reservations guaranteed by a credit card may be cancelled without penalty until May 16, 2003 4pm AZ time. After that date, a \$25.00 cancellation/processing fee will be charged for each room cancelled. Your full deposit will be forfeited if you do not cancel 72 hours prior to your scheduled arrival date. After June 4, 2003 changes must be made directly with your hotel.

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET

www.fass.org/phoenix03 OR BY FAX (602-256-5292) OR MAIL

Arrival Date _____ **Departure Date** _____

First Name _____ **M.I.** _____ **Last Name** _____

E-mail Address _____

Daytime Phone* _____ **Fax*** _____

*If providing international numbers, please include country and city access numbers

Company _____

Address _____

Address 2 _____

City/State/Province _____

Zip or Postal Code Country _____

HOTEL SELECTION INFORMATION

#Hotel choices in order of preference	Hotels	Single 1 person	Double 2 people	Triple 3 people	Quad 4 people
	Crowne Plaza – ASAS Hq Hotel	\$83.00	\$93.00	\$113.00	\$133.00
	Hotel San Carlos	\$89.00	\$99.00	\$109.00	\$119.00
	Hyatt Regency Phoenix – ADSA Hq Hotel	\$101.00	\$126.00	\$151.00	\$176.00
	Ramada Inn Downtown Phoenix – Student	\$69.00	\$69.00	\$79.00	\$89.00
	Springhill Suites by Marriott Phoenix	\$78.00	\$78.00	\$78.00	\$78.00

If all of your choices are unavailable, your reservation will be placed by rate __ proximity __

CIRCLE: # of occupants: 1 2 3 4 # of beds requested: ONE TWO

List full names all room occupants:

Check here if you have a disability requiring special services Non smoking room request

Special requests: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a one night's deposit plus tax. Housing Forms received without a valid deposit will not be processed. Faxed requests must include a valid credit card through 06/03. Requests with check deposits may be mailed. Any reservation secured with a check deposit and cancelled at any time, will be charged a \$25.00 processing fee.

American Express Discover
 MasterCard Visa

Card Number* _____ **Expiration Date*** _____

Name on Credit Card* _____

Cardholder's Signature* _____

* Necessary to process reservation

***Credit cards will be charged one night's deposit plus tax on or after June 4, 2003.**

Check deposit (US funds) enclosed in the amount of one night's rate plus 12.07% tax made payable to ADSA-ASAS Housing Bureau.

Housing Forms with check deposits (US funds) only may be mailed to: **GPCVB, ADSA-ASAS Housing Bureau, 400 E Van Buren St, Suite 600, Phoenix, AZ 85004.** For questions and changes, call the ADSA-ASAS Housing Bureau at 602-452-6269 between 8:00 am – 4:00 pm Phoenix, Arizona time or e-mail: hsgcoor@visitphoenix.com.

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