



ADSA-ASAS-PSA JOINT ANNUAL MEETING

July 25-29, 2004

America's Center ~ St. Louis, Missouri

HOUSING INFORMATION & FORM

INSTRUCTIONS

Housing for the ADSA-ASAS-PSA Joint Annual Meeting will open on October 20, 2003. For best availability and immediate confirmation of hotel assignment, make your reservation by phone or internet. Faxed or mailed housing requests will take longer to process and your choice of hotels may not be available.

TELEPHONE: Call the ADSA-ASAS-PSA Housing Bureau (must have a credit card), 8am-5pm CST, Monday-Friday. **888-882-5178**

INTERNET: Fill out the form and submit it directly using the ADSA-ASAS-PSA Joint Annual Meeting web site at www.fass.org/2004.

Reservations may be made, checked, modified, or cancelled on this page.

FAX: Only completed forms will be accepted by fax. Send one form per request (make copies as needed) to **314-621-9467**

MAIL: Send a fully completed form with either credit card authorization valid through 7/04 or a check deposit for \$125 per room made payable to the ADSA-ASAS-PSA Housing Bureau c/o SLCVC, #1 Metropolitan Square #1100, St. Louis, MO 63102

ACKNOWLEDGEMENTS

The ADSA-ASAS-PSA Housing Bureau will send you an acknowledgement of your reservation within 5-10 days of your reservation being processed. **Please review all information for accuracy.**

Note: You may not receive a separate confirmation from your hotel.

ROOM RATES-TAXES

To take advantage of the special ADSA-ASAS-PSA rates, please book your reservation by June 14, 2004. After June 14, 2004, the ADSA-ASAS-PSA room blocks will be released and hotels may charge higher rates. All rates are per room and are subject to 14.866% tax (subject to change).

SPECIAL REQUESTS

Special requests for specific room types cannot be guaranteed. Hotels will do their best to honor all requests and will assign specific room types upon check-in, based on availability.

DEPOSITS

A \$125 per room deposit is required with each reservation request. Credit card deposits will be processed on or after June 14, 2004. Deposits by Check (US funds) must be received by June 14, 2004.

CHANGES-CANCELLATIONS-REFUNDS

Reservations made with a credit card may be changed or cancelled without penalty until June 14, 2004 (4 pm CST). Cancellations made on or after June 14, 2004 will be assessed a \$25 cancellation fee. **If any reservation is cancelled within 72 hours of your arrival date, your total deposit will be forfeited.**

DO NOT CONTACT YOUR HOTEL DIRECTLY UNTIL AFTER JULY 16, 2004.

FOR BEST AVAILABILITY: Make your reservation via Phone: 888-882-5178 (314-992-0691 for International Calls) or Internet at www.fass.org/2004

GUEST INFORMATION

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
	Adam's Mark – ASAS HQ Hotel	\$125	\$125	\$135	\$145
	Renaissance – ADSA and PSA HQ Hotel	\$129	\$129	\$149	\$169
	Holiday Inn Select – Student HQ Hotel	\$115	\$115	\$127	\$141

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

Special requests: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a deposit in the amount of \$125. Housing Forms received without a valid deposit will not be processed. Faxed requests must include a valid credit card through 7/04. See below for check information.

<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa

Card Number* _____ Expiration Date* _____

Name on Credit Card* _____

Cardholder's Signature* _____

* Necessary to process reservation

Attention: Those paying by check will need to send \$125 per room deposit. Check deposits MUST BE MADE PAYABLE to ADSA-ASAS-PSA Housing Bureau. Mail housing forms with check deposits to: ADSA-ASAS-PSA Housing Bureau c/o SLCVC; #1 Metropolitan Square #1100, St. Louis, MO 63102

ONLY ONE FORM PER REQUEST, ONLY ONE FORM OF PAYMENT PER RESERVATION