



HOTEL RESERVATION FORM

INSTRUCTIONS

For best availability and immediate confirmation, make your reservation via the internet.

INTERNET:

<http://adsa.asas.org/meetings/2007/housing.asp>

FAX:

210-207-6702

Only completed forms will be accepted. Send one form per request (make copies as needed).

MAIL:

ADSA-PSA-AMPA-ASAS Housing Bureau
203 S. St. Mary's, 2nd Floor
San Antonio, TX 78205

Send completed form with credit card authorization valid through 7/07 **OR** a check deposit for \$200 per room (made payable to ADSA-PSA-AMPA-ASAS Housing Bureau).

TELEPHONE (Housing Bureau):

210-207-6734

8:30am-4:30pm CST, Monday-Friday

NOTE: Must have credit card.

ACKNOWLEDGEMENTS

Reservations with e-mail address will receive an e-mail acknowledgement within 72 hours. Faxed and mailed acknowledgements will be sent within 10-14 days. **Please review acknowledgement for accuracy.** If you do not receive your acknowledgement within this time frame, please contact the Housing Bureau:

By fax: 210-207-6702

Or e-mail: sahousing@sanantoniovisit.com

NOTE: You will not receive a written confirmation from the hotel.

ROOM RATES/TAXES

Please make reservation by June 6, 2007, to take advantage of the special rates. After June 6, hotels will release the blocked rooms, and may charge higher rates or may not have availability. Rates are per room and subject to 16.75% tax (subject to change).

SPECIAL REQUESTS

Requests for specific room types will be considered but can't be guaranteed. Hotels will assign room types upon check-in, based on availability.

DEPOSITS

A \$200 per room deposit is required with each reservation request. Credit card deposits will be processed after June 6, 2007, at the discretion of your confirmed hotel. Deposits by check (drawn on a U.S. bank) must be received by June 6, 2007.

CHANGES-CANCELLATIONS-REFUNDS

Reservations made with a credit card may be changed or canceled without penalty through June 6, 2007. Cancellations made after June 6, 2007, will be assessed a \$50 cancellation fee. This fee will be charged 7 days after cancellation. Please check with your assigned hotel for their policy regarding early departure and cancellation.

PLEASE DO NOT CONTACT YOUR HOTEL DIRECTLY UNTIL AFTER JUNE 20, 2007.

FOR IMMEDIATE AVAILABILITY, MAKE YOUR RESERVATION AT:

<http://adsa.asas.org/meetings/2007/housing.asp>

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 1 _____

Address 2 _____

City/State/Province _____

Zip or Postal Code Country _____

HOTEL SELECTION INFORMATION

Indicate order of preference	Hotels	CODE	Single 1 person	Double 2 people	Triple 3 people	Quad 4 people
	Marriott Rivercenter – ADSA/ASAS HQ	MRC	\$166	\$166	\$166	\$166
	Marriott Riverwalk – ADSA/ASAS HQ	SAM	\$166	\$166	\$166	\$166
	Hilton Palacio del Rio – PSA HQ	HPR	\$149	\$149	\$169	\$189
	Hyatt Regency – Student Hotel	HYR	\$135	\$139	\$149	\$149
	Westin Riverwalk – Overflow Hotel	WES	\$139	\$139	\$139	\$139

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

List full names of all room occupants: _____

Check here if you have a disability requiring special services.

Special requests: _____

DEPOSIT INFORMATION

A deposit in the amount of \$200 must accompany reservation request or will not be processed. Faxed requests must include a credit card valid through 7/07. See below for check information. Credit card deposits will be processed on or after June 6, 2007, at the discretion of your confirmed hotel.

American Express Discover Master Card Visa

Card Number* _____ Expiration Date* _____

Name on Credit Card* _____

Cardholder's Signature* _____

*** Required to process reservation.**

ATTENTION: Those paying by check need to send a deposit of \$200 per room. **Check deposits MUST BE MADE PAYABLE to: ADSA-PSA-AMPA-ASAS Housing Bureau.** Mail form(s) with deposit(s) to: ADSA-PSA-AMPA-ASAS Housing Bureau, 203 S. St. Mary's, 2nd Floor, San Antonio, TX 78205.

**PLEASE NOTE:
 ONLY ONE FORM PER REQUEST; ONLY ONE FORM OF PAYMENT PER RESERVATION.**