



EXHIBITOR ROOM BLOCK REQUEST

2010 Annual Meeting—Baltimore, Maryland
October 13th—16th

Exhibit Dates
October 14th 1 p.m.—October 16th, 1 p.m.

EXHIBITING COMPANY: _____

Primary Contact: _____

Address: _____

City/State/Postal Code/Country: _____

Phone: _____ Fax: _____

Email: _____

CONTACT OTA HOUSING	
FAX	704-927-1439
EMAIL	OTA@conferencedirect.com
CREDIT CARD: VISA, MasterCard, American Express	
Name on Card: _____	
Card# _____	
Exp. Date: _____ Signature: _____	

Hotel Choices (select 1-2) *All rates are per room and subject to applicable taxes.

	<u>Choice</u>	<u>SGL</u>	<u>DBL</u>	<u>TPL</u>	<u>QAD</u>
Hyatt Regency Baltimore	_____	\$225	\$225	\$245	\$265
Renaissance Hotel	_____	\$225	\$225	\$245	\$265

Do you require suite room type? If so, please provide the number of suites needed with the check-in/out dates.

Please indicate any special instructions below:

DEPOSITS
A credit card is needed to guaranteed your room block and reservations. This card will not be charged at the time of making reservations. It may be charged one night's room and tax for EACH reservation as early as Sept. 11, 2010.

SUBMITTING ROOMING LISTS
A block of rooms (as indicated above) will be blocked for your exhibiting company at the hotel—based upon availability. A rooming list for the block must be submitted to the OTA Housing Bureau in writing at OTA@conferencedirect.com to confirm the rooms. The rooming list must contain each guest's first/last name, arrival/departure date, special requests/needs and credit card information. Blocks and/or any remaining rooms in blocks not received by rooming list **PRIOR to July 16, 2010 will be released.**

ACKNOWLEDGMENTS
Once the rooming list is received by the OTA Housing Bureau, an email acknowledgement of each reservation will be generated and sent to the email address listed above. Please review all information for accuracy. Email acknowledgements will be sent with 72 hours of receipt of rooming list from the OTA Housing Bureau. **You will not receive confirmations from the hotel.**

CHANGES, CANCELLATIONS, REFUNDS
All cancellations will be subject to a \$30.00 processing fee for reservation cancelled at anytime. There are additional fees below.
August 2, 2010 •Last day to cancel reservation without incurring a \$100 cancellation fee.
August 23, 2010 •Last day to cancel reservation without forfeiting one nights' room and tax.

OTA Housing Bureau will continue to take name and date changes until September 11, 2010.

Please return this form by Tuesday, June 1, 2010



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Room Request Questionnaire

How many representatives do you plan to send to the show?

How many rooms do you need?

Which room type do you need? (King, Doubles)

Do you require a Suite?

If so, how many and what are the dates?

Do you need a meeting room?

If so, for what purpose?

How many people in the meeting?

How many days do you need the room?

What meeting room set up do you require? (classroom, conference style, theater, banquet or reception style)

Do you have any food and beverage requirements?

Do you have any audio visual requirements?

Additional Comments or Questions?

Please return this form by Tuesday, June 1, 2010