

JSM 2017 HOUSING RESERVATIONS INSTRUCTIONS AND FORM
July 29–August 3, 2017 • Baltimore, MD

Reservations must be made through Visit Baltimore Housing Bureau online or by fax or mail. All reservation requests must be received by **June 30** to guarantee convention rates. *Do not send forms to the ASA office or contact hotels directly.* Forms must be faxed to (877) 238-3949 or mailed to JSM Housing, 100 Light Street, 12th Floor, Baltimore, MD 21202.

DEPOSIT: All reservation requests must be accompanied by a credit card guarantee. Housing forms received without valid and complete credit card information will not be processed.

ONLY ONE ROOM may be requested on each form. You may photocopy the form if you need additional rooms.

CHANGES/QUESTIONS: Changes and cancellations may be made until July 19 by telephone at (800) 282-6632 (Monday–Friday, 8:30 a.m.–5:30 p.m. EDT) or email at conventionhousing@baltimore.org. Always indicate you are attending JSM and have your acknowledgement number ready. On July 20, reservation data will be transferred to the hotels and the JSM Housing Bureau will no longer be able to make reservation changes. As of July 20 (and not before), event hotels will be able to assist with reservation changes and cancellations directly.

*To ensure your request is handled efficiently, please clearly **PRINT** or **TYPE** all information on the form or a reasonable facsimile.*
You can expect delays processing reservation requests in May due to heavy volume.

ARRIVAL DATE _____ DEPARTURE DATE _____

Guest Name _____
First/Given Last/Family

Email Address _____
**Email address required for reservation acknowledgments.*

Company _____

Address _____

City _____ State _____

Country _____ ZIP/Postal Code _____

Daytime Phone _____ Fax _____

Please list roommates:

- 1) _____
- 2) _____
- 3) _____

HOTEL CHOICES: Write out hotel name (see hotel rates and map):

1. _____
2. _____
3. _____

If your choices are not available, indicate the factor most important to you:

- ☐ Lowest rate available ☐ U.S. federal government per diem
☐ Hotel close to the Baltimore Convention Center
☐ Special requests _____

** All guests booked at the U.S. federal government per diem rate will be required to provide sufficient identification upon check-in. Event hotels reserve the right to not offer the per diem rate or the special negotiated event rate to guests who book at the federal government per diem rate but fail to provide sufficient ID.*

ACKNOWLEDGEMENT: Acknowledgements will be emailed after your reservation has been made. You will not receive a confirmation from your hotel. Reservations are assigned on a first-come, first-served basis and according to room availability. Please allow 48 business hours after JSM Housing receives reservation request.

CANCELLATIONS: Failure to cancel your reservation more than 72 hours in advance of your scheduled arrival or failure to arrive on your scheduled date will result in the hotel charging the credit card on file for one night's room and tax. Some hotels charge a penalty for checking out earlier than scheduled. To avoid this, please verify your departure date during check-in.

TYPE OF ACCOMMODATIONS REQUESTED

- ☐ Single (one bed, one person)
☐ Double (one bed, two people)
☐ Double/Double (two beds, two people)
☐ Triple (two beds, three people)
☐ Quad (two beds, four people)
☐ Suite: One or two bedrooms
☐ Nonsmoking ☐ Smoking (Many hotels are ALL nonsmoking.)
☐ ADA accessible
If requesting ADA accessibility, please provide details so your needs may be best accommodated.

☐ Government Rate

OTHER (available upon request and availability)

- ☐ Rollaway bed (not available in rooms with two beds)
☐ Connecting rooms
☐ Crib ☐ Refrigerator ☐ Microwave

PAYMENT INFORMATION

- ☐ VISA ☐ MasterCard ☐ American Express
☐ Discover ☐ Diners Club

Name of Cardholder

Credit Card Number

Exp. Date

Signature of Cardholder