

JSM 2015 HOUSING RESERVATIONS INSTRUCTIONS AND FORM

August 8–13, 2015 • Seattle, WA

Reservations must be made through the Seattle Housing Bureau online or by phone, fax, or mail by **July 15** to guarantee convention rates. *Do not send forms to the ASA office or contact hotels directly.* Submit forms to 701 Pike Street, Suite 800, Seattle, WA 98101 or hotelres@visitseattle.org. Call (888) 877-0255 or fax forms to (206) 461-5855.

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.

ACKNOWLEDGEMENT: Acknowledgements will be emailed after your reservation has been made. You will not receive a confirmation from your hotel. Please contact the Seattle Housing Bureau at (888) 877-0255 if you do not receive your acknowledgement within 24 hours. Reservations are assigned on a first-come, first-served basis and according to room availability.

ONLY ONE ROOM may be requested on each form. You may photocopy the form if you need additional rooms. Requests for a block of rooms may be made using this form with a separate page attached. You must indicate clearly the number of rooms requested. Please provide complete and accurate contact information for all guests.

CHANGES: Changes and cancellations may be made until July 15 by telephone at (888) 877-0255 (Monday–Friday, 8:30 a.m. to 5:00 p.m. PDT) or email at hotelres@visitseattle.org. Always indicate you are attending JSM and have your acknowledgement number ready. From July 16–22, reservation information will be transferred to the hotels. All changes, cancellations, and new reservations can continue to be referred to the Seattle Housing Bureau during this time. Beginning on July 22, all changes must be made directly with the hotel.

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 upon arrival.

*To ensure your request is handled efficiently, please PRINT or TYPE all information on the form or a reasonable facsimile.
You can expect delays due to heavy volume during the week of the deadline.*

ARRIVAL DATE _____ DEPARTURE DATE _____

Guest Name _____
First/Given Last/Family

Email Address _____

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:

- Government rate Lowest rate
- Hotel close to the Washington State Convention Center
- Special requests _____

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: Please specify _____
- 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 CVS # (3-digit # on reverse of card)

Signature of Cardholder