

JSM 2019 HOUSING RESERVATION INSTRUCTIONS AND FORM

July 27–August 1, 2019 • Denver, CO

Reservations must be made through the Denver CVB/Experient Housing Bureau online, by fax, or by mail. All reservation requests must be received by **July 3** to guarantee convention rates. *Do not send forms to the ASA office or contact hotels directly.* Forms must be faxed to (888) 772-1888 or mailed to Experient/JSM Housing, 5202 President Court, Suite G100, Frederick, MD 21703.

DEPOSIT: All reservation requests must be accompanied by a credit card *guarantee*. The credit card must have an expiration date after August 2019. 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 3 by telephone at (800) 465-5411 (Monday–Friday, 8:00 a.m.–5:00 p.m. EDT) or email at jsm@experient-inc.com. Always indicate you are attending JSM and have your acknowledgement number ready. On July 3, 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 9 (and not before), event hotels will be able to assist with reservation changes and cancellations directly.

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.

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.

*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 due to heavy volume in May.*

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 ☐ US federal government per diem

☐ Hotel close to the Colorado 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

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

** All guests booked at the US 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.*