

# Baltimore Welcomes the ASAS-CSAS 2017 Annual Meeting and Trade Show

JULY 8-12, 2017

## HOTEL RESERVATION FORM

### GENERAL INFORMATION

Housing for the ASAS-CSAS 2017 Annual Meeting and Trade Show will open July 11, 2016. For best availability and immediate confirmation, make reservations via the Internet.

If sharing a room, submit only one application per room, listing all occupants in each room. The primary occupant will receive the reservation acknowledgement.

### RESERVE YOUR ROOM

**INTERNET:** Book your reservation on-line at: [www.asas.org/annual2017](http://www.asas.org/annual2017). **This is the quickest and most effective method.**

**FAX:** Send completed form to 801.355.0250 (do not mail after faxing)

**MAIL:** Orchid Event Solutions  
175 S West Temple, Suite 30  
Salt Lake City, UT 84101

**PHONE:** Agents available 7:00 a.m. to 6:00 p.m. Mountain Standard Time, Monday through Friday

Toll-free (US): 877.505.0680 OR International: +1-801-505-4618

### DELEGATE INFORMATION

First/Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

*If providing international numbers please include country code and city access numbers.*

Fax: \_\_\_\_\_

*If providing international numbers please include country code and city access numbers.*

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

### TYPE OF ROOM:

1 bed/1person (1B/1P) \_\_\_\_\_ 1 bed/2 people (1B/2P) \_\_\_\_\_ 2 beds/2 people (2B/2P) \_\_\_\_\_

2 beds/3 people (2B/3P) \_\_\_\_\_ 2 beds/4 people (2B/4P) \_\_\_\_\_ Rollaway \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

### HOTEL REQUESTED:

	1P	2P	3P	4P
Hilton Baltimore _____	\$155	\$155	\$165	\$175
Sheraton Inner Harbor Hotel (CSAS HQ) _____	\$159	\$159	\$179	\$199
Hampton Inn Baltimore Downtown (Student HQ) _____	\$149	\$149	\$159	\$169
Hyatt Regency Baltimore _____	\$159	\$159	\$169	\$179

Requests will be processed on a first-come/first-served basis. If all your choices are unavailable, we'll contact you for alternative accommodation choices.

Special requests:  Smoking  Non-Smoking  Handicapped  Handicapped  Other \_\_\_\_\_ Requests are not guaranteed.

### ACKNOWLEDGEMENTS

An acknowledgement notice from the ASAS-CSAS 2017 Annual Meeting and Trade Show Housing Office will send reservation acknowledgements within 24 hours via email if booked online or by telephone; fax and mail acknowledgements will be sent within 72 hours of receipt. If you do not receive your acknowledgement in this time frame, contact Orchid Event Solutions. You will not receive a written confirmation from the hotel.

### DEPOSIT

All reservation requests must be accompanied by a credit card guarantee for one night's room and tax for each room reserved.

### CHANGES/CANCELLATIONS

Reservations cancelled after June 19, 2017 and prior to 72 hours before arrival date will be subject to a \$50 processing fee. One night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival.

Through June 19, 2017 send requests for changes and cancellations in writing to Orchid Event Solutions via e-mail ([help@orchideventsolutions.com](mailto:help@orchideventsolutions.com)) or fax to 801.355.0250. After June 19, 2017, contact hotels directly to make changes.

### PAYMENT INFORMATION

#### Credit Cards:

VISA  MASTERCARD  DISCOVER  AMEX

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

*By signing I authorize my credit card to be charged in compliance with the above referenced cancellation policy should I cancel my reservation.*

#### Checks:

Check Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Make checks payable to: Orchid Event Solutions  
175 S West Temple, Suite 30  
Salt Lake City, UT 84101