

Exhibitor Housing Form

IASB Meeting & Convention Department will place your hotel request and return a copy, with the hotel circled to where housing will be forwarded. *Before completing this form for submission, please read the information provided on the next page. After you receive the confirmation number from the hotel*, all communication regarding hotel accommodations placed by IASB should be directed to the reservation manager of the assigned hotel. Headquarters hotel placement cannot be guaranteed after **June 10, 2013**.

Housing form without the non-refundable \$200 per room reserved deposit(s) and completed registration form/fees will be held and not processed until all form/fees are received in the Springfield IASB office.



Name _____ Email: _____
 for hotel confirmation
 Company _____ Phone: _____
 Street _____ Fax: _____
 City/State/Zip _____

Credit Card Information: Visa MasterCard Discover
A \$10 non-refundable processing fee will be added to each credit card transaction.

Housing deposit(s) are non-refundable.
 Retain one copy for office files.

Credit Card # _____ Exp. Date _____

Card Holder _____

	ROOM RATE	Name Only Hotel You Will Accept in Order of Preference
Hyatt Regency Chicago (Headquarters), 151 East Wacker Drive, 312/565-1234	\$176	1. _____
Sheraton Chicago (Headquarters), 301 East North Water Street, 312/464-1000	\$176	2. _____
Chicago Marriott, 540 N. Michigan Avenue, 312/836-0100	\$169	3. _____
Embassy Suites, 511 N. Columbus Drive, 312/836-5900	\$187	4. _____
Fairmont Hotel, 200 N. Columbus, 312/565-8000	\$169	5. _____
Intercontinental Hotel, 505 North Michigan Avenue, 312/944-4100 (\$75 early departure fee)	\$169	6. _____
Swissotel, 323 East Wacker Drive, 312/565-0565	\$171	7. _____
Westin Chicago River North, 320 N. Dearborn Avenue, 312/744-1900	\$174	8. _____

No.	Room Occupant(s) (Please type if possible) All persons listed on this form must be for the same hotel. If requesting rooms at more than one hotel, please duplicate 4 copies of the form before submitting.	Billing Address All confirmations will be sent to the company.	November			Room Type (Check One)		
			Arrival	Departure	Guaranteed	Single	Double	Db/DbI
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Please send four copies to the Housing Bureau. Retain one copy for your files.

Total rooms _____

SEE NEXT PAGE FOR IMPORTANT INFORMATION

Housing Assignment, Placement, Deadline, Guarantee Information—PLEASE READ CAREFULLY

Housing Assignment. Housing will be assigned as completed housing forms and deposits, accompanied by completed contract/fees are received. Housing forms not accompanied with **\$200, per room reserved**, non-refundable deposit and completed contract and fees will not be processed until all forms/fees are received in the Springfield IASB office. When the housing has been assigned, IASB Meetings Management Department will return a copy to you with the hotel circled where you have been assigned. ***Please note, although housing will be assigned and the company notified of the hotel assignment, IASB Meetings Management will not forward the housing forms to the hotel immediately. If the company has not received confirmations by mid-September, contact the assigned hotel.***

Accommodations Occupant(s), Arrival/Departure Date and Room Type Changes. To make changes affecting the room occupant(s), arrival/departure dates, and/or type of room, contact the assigned hotel reservations clerk **after the hotel confirmation number from the hotel has been received by your company.**

Housing Deposits/Guarantees. The **\$200** per room housing room deposit(s) **MUST** accompany the housing form sent in with the contract form and fees made out to and sent to the Springfield IASB office. **ALL HOUSING DEPOSITS ARE NON-REFUNDABLE.**

Accommodation Name Changes. To change the name for confirmed accommodations, call the hotel, ask for **INHOUSE** reservations, give the clerk your hotel confirmation number, the arrival date and last and first name of the individual for whom the room was entered. Give the clerk the name of the person to whom the accommodations are to be reassigned and request a corrected confirmation.

Accommodations Cancellations. All guestroom cancellations must be made directly with the confirming hotel and the non-refundable deposit is forfeited to the hotel.