

Use this form to request individual hotel reservations.
 Photocopy as needed for additional rooms.
 Use the Group Reservation form if needing more than 10 hotel rooms

Buyer Individual Reservation Form

To reserve a room by mail or fax, please complete and return this form. Rooms are reserved on a first-come, first-served basis. To assure accuracy, please complete each part of the form by printing or typing all information. Photocopy as needed for additional rooms if requesting 9 or fewer rooms.

1. Four ways to make reservations:



Online: www.iwfatlanta.com - Attendees - Housing and Travel



Fax: 972-349-7715



Call: 888-538-8169 (U.S.) or +972-349-5819 (Int'l) (9:00 am - 7:30 pm ET)



Mail: IWF 2012 Housing, 6100 W Plano Parkway, Suite 3500
 Plano, TX 75093

2. Hotel Selection:

Please provide your first 6 hotel choices. If your selections are not available, an equivalent hotel will be assigned.

Please book rooms based on (check one): Rate Proximity to GWCC

Choice 1: _____ Choice 2: _____ Choice 3: _____

Choice 4: _____ Choice 5: _____ Choice 6: _____

- Check type of room needed:**
- Single (one person / one bed)
 - Double (two people / one bed) Double / Double (two people / two beds)
 - Triple (three people, two beds) Quad (four people, two beds)
 - Suite (Please call 888-538-8169 in the U.S. or fax to +972-349-5819 for all suite requests.)

Please check here if you need a room specially designed for the disabled, or need assistance from the hotel.

Please specify your type of need: _____

For questions, call 888-538-8169 (U.S.) or +972-349-5819 (International).

3. Guest Name:

Arrival date _____ Departure date _____

Name _____ Sharing room with _____

Company Name _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____ E-mail _____

4. Reservation Deposit:

All hotels require one night's deposit/guarantee for each room reserved (equal to the cost of one night's stay plus 16% tax). Payment must accompany this form. Cancellation policies for the particular hotel you have reservations at will be indicated on your reservation confirmation. Reservations will not be processed until payment is received.

Please indicate payment type:

Check Must be in U.S. dollars drawn on a U.S. bank and payable to **IWF 2012 / Wyndham Jade**.

If you are paying with a check and would like to guarantee your rooms as soon as possible, you can fax a copy of this completed form with complete credit card information (below) to temporarily guarantee your reservations until your check is received through the mail.

Credit Card Your deposit (an amount equal to one night's stay plus 16% tax) will be charged to this credit card upon reservation.

Visa MasterCard American Express

Card Number _____ Exp. Date _____

Cardholder Name _____

Signature _____

All acknowledgements will be sent to the guest name and address indicated above.

Please retain a copy of this form for your records. Photocopy for additional rooms.

Questions? Call 888-538-8169 (U.S.) or +972-349-5819 (International)