



Use this form if requesting  
10 or more rooms

# Exhibitor Group Reservation Form

**Important!** Between October 17, 2011 and October 21, 2011 request for hotel rooms can only be completed online during the Seniority Process for Housing. Visit [www.iwfatlanta.com/exhibitors/housinginfo](http://www.iwfatlanta.com/exhibitors/housinginfo) for more information on the online seniority process.

## 1. To make reservations on or after October 22nd:



Online: [www.iwfatlanta.com](http://www.iwfatlanta.com) - Exhibitors - Housing and Travel



Fax: 972-349-7715



Call: 888-843-7808 (U.S.) or +972-349-5823 (Int'l) (9:00 am - 7:30 pm)



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.

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

4: \_\_\_\_\_ 5: \_\_\_\_\_ 6: \_\_\_\_\_

## 3. Number of Rooms Needed Each Night

If your block extends before August 18 and/or beyond August 27, attach an additional sheet showing numbers of rooms needed for those dates.

Date	Sat. 8/18	Sun. 8/19	Mon. 8/20	Tues. 8/21	Wed. 8/22	Thur. 8/23	Fri. 8/24	Sat. 8/25	Sun. 8/26	Mon. 8/27
Example	2	2	5	10	14	14	14	14	5	2
# Singles Needed*										
# Doubles Needed*										
# Double/Doubles Needed*										

\* Please determine how many rooms you will need based on the actual arrival and departure dates of your staff. For example, you will not need the same amount of rooms each night if your staff arrives and departs on a staggered schedule. Complete rooming lists and a deposit/guarantee for each room reserved (equal to the cost of one night's stay plus 16% tax) must be provided to IWF Housing & Travel at the address below no later than June 25, 2012.

## 4. Send Group Confirmation To:

All acknowledgements will be sent to this contact.

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## 5. Reservations 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** Please note: Your deposit (an amount equal to one night's stay plus 16% tax per room) will be charged to this credit card on June 25, 2012.

Charge to:  Visa  MasterCard  American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ 3 or 4 digit security code \_\_\_\_\_

Signature \_\_\_\_\_

**Please retain a copy of this form for your records. Questions?** Call 888-843-7808 (in the U.S.) or +972-349-5823 (International)