



April 24 – 26, 2012 Detroit Michigan

ROOM BLOCK REQUEST FORM • DEADLINE: March 22, 2012

REQUEST FOR 10 OR MORE ROOMS

CONTACT INFORMATION

Company:			
Group Contact:			
Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			

HOTEL PREFERENCE: Please review hotels below and indicate your hotel choices in order of preference.

Requests will be honored on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

HOTEL	Preference	Single	Double
Detroit Marriott Renaissance Center + *HOST HOTEL*		\$183	\$183
Atheneum Suite Hotel +		\$155	\$155
Courtyard by Marriott Detroit +		\$163	\$163
Doubletree Guest Suites Fort Shelby/Detroit Downtown +		\$164	\$164
Holiday Inn Express Hotel & Suites Detroit Downtown +		\$145	\$145
Hilton Garden Inn +		\$142	\$142
Westin Book Cadillac Detroit +		\$160	\$160

+100% Smoke Free Hotel. Additional charges may apply for third or fourth person at all hotels.

Below, please indicate the number of rooms (by bed type) you require each night. Your block curve on the front and back ends will effect hotel placement, therefore, be accurate and conservative.

Room Type	4/19 THU	4/20 FRI	4/21 SAT	4/22 SUN	4/23 MON	4/24 TUE	4/25 WED	4/26 THU	4/27 FRI
One Bed:									
Two Beds:									
TOTAL									

DEPOSIT / IMPORTANT INFORMATION:

<p>DEPOSIT: All reservation requests must be accompanied by a credit card guarantee or check in the amount equaling a deposit for one night's room and tax for each room reserved. Tax is currently 15% and is subject to change. Forms received without a valid guarantee, deposit will not be processed.</p> <p>DEADLINE DATE: Rooming lists are due March 22, 2012 with official names and arrival/departure dates, to be sent to thc@housingregistration.com. After this date, rooms without individual names will be cancelled.</p> <p>CANCELLATION: Hotels may charge credit cards for a deposit of one night's room plus tax no sooner than April 11, 2012. Cancellations after March 22, 2012 will be subject to a \$35.00 cancellation fee. One night's room and tax will be forfeited entirely if cancellation occurs within seven days of arrival date. Hotels may impose fees for early departures. This policy is at the discretion of the hotel and the amount of the fee varies by hotel. To avoid an early departure charge, verify your date of departure at check-in.</p>	<p>Your hotel reserves the right to charge this card a deposit for one night's room and tax for each room reservation on or after DATE.</p> <p>This credit card must be valid through MONTH / YEAR.</p> <p><input type="checkbox"/> Amex <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover</p> <p><input type="checkbox"/> Check payable to The Housing Connection Check # _____</p> <p>Card #: _____</p> <p>Exp. Date: _____</p> <p>Name: _____</p> <p>Signature: _____</p>
---	---

Return completed form to MICHELLE TAYLOR (michellet@housingregistration.com) at The Housing Connection:

Mail to The Housing Connection:
175 S. West Temple, Suite 140
Salt Lake City, UT 84101

(800) 847-5810 US Toll-free
(801) 505-4138 International
7:00 am – 6:00 pm MT, Mon–Fri

Fax: 801-355-0250