

# Housing Reservation Form



**AARC**  
**Congress 2015**  
**Tampa, Florida**

## Instructions

Reservations can be made by choosing one of the following methods:

**Internet:** Book your reservations online by logging onto [www.aarc.org](http://www.aarc.org)

**Phone:** (800) 696-7353 (Toll Free USA/Canada) or (847) 996-5880, M-F 8 am - 5 pm Central Time

**Fax:** Send a completed form, one copy per room request to:  
(301) 694-5124 (Secure Line)

**Mail:** Send a completed form, one copy per room request to:  
AARC Housing Bureau  
5202 President Court, Suite 310  
Frederick, MD 21703

**E-Mail:** Due to privacy laws, do not e-mail this form. All reservations with a credit card number must be faxed. No forms with credit card numbers will be accepted.

## Confirmations

Confirmations will be sent after each reservation booking, modification, or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail within 3 business days after any transaction, please contact the Housing Bureau via the phone number above or e-mail [AARC@experient-inc.com](mailto:AARC@experient-inc.com). You will not receive a written confirmation from the hotel.

## Deadlines/Room Rates/Taxes

To take advantage of the special conference rates, book your reservations by **Wednesday, October 14, 2015**. AARC cannot guarantee discounted rates or availability at the conference hotels after that date. All rates are per room per night, and plus 12% tax (*subject to change without notice*).

## Guarantee

All hotels require a credit card guarantee of one night's room and tax with each reservation request. Housing forms received without a valid credit card will be returned without being processed. Credit cards must be valid after November 30, 2015 in order to be considered a proper guarantee. **NO CASH OR CHECK DEPOSITS ARE ACCEPTED**. If you need assistance with setting up special billing, please send email to [AARC@experient-inc.com](mailto:AARC@experient-inc.com).

## Changes/Cancellation/No Show/Penalties

- Please contact the AARC Housing Bureau with new reservations, changes or cancellations through Wednesday, October 14, 2015. No new reservations, changes or cancellations can be made October 15-18 while the housing Bureau transfers the reservations to the hotels. Starting Monday, October 19, 2015 direct all changes to your designated hotel.
- Your confirmed hotel may assess an early departure fee for departure date changes after check-in.
- A valid credit card with an expiration date after November 30, 2015 must be used to guarantee your room(s). Rooms must be cancelled 72 hours prior to date of arrival to avoid a penalty of one night's room and tax.
- If you do not cancel your reservation and/or do not show, the first night's deposit will be charged to your credit card the night of your reserved arrival, and your reservation will be forfeited.

Arrival Date: \_\_\_/\_\_\_/\_\_\_

Departure Date: \_\_\_/\_\_\_/\_\_\_

**Hotel Selection:** (Please number the hotels in order of preference)

\_\_\_ Tampa Marriott Waterside Hotel & Marina - Headquarters Hotel

\_\_\_ Aloft Tampa Downtown

\_\_\_ Barrymore Hotel Tampa Riverwalk

\_\_\_ Courtyard by Marriott Tampa Downtown

\_\_\_ Embassy Suites Tampa Downtown Convention Center

\_\_\_ Hilton Tampa Downtown

\_\_\_ LeMeridien Tampa Downtown

\_\_\_ Residence Inn Tampa Downtown

\_\_\_ Sheraton Riverwalk Hotel

\_\_\_ Westin Tampa Harbour Island

Reservations will be processed on a first come, first served basis. If all hotels are sold out, you will be placed on a wait list until a room becomes available.

Please process this reservation according to (please check one):

- Comparable room rate  
 Proximity to conference site

## Check one:

Attendee: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

## Room Type: (required)

Number of people in room: \_\_\_\_\_ Number of beds in room (one or two): \_\_\_\_\_

Special Requests: \_\_\_ ADA \_\_\_ Other: \_\_\_\_\_

*All Marriott brand hotels are smoke free. Hotels will assign specific room types upon check in, based upon availability. Requests are not guaranteed.*

## List all occupants in room: (include yourself)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Hotel Rewards #: \_\_\_\_\_

## Send Confirmation to: (Fill out this portion completely)

Last: \_\_\_\_\_ First: \_\_\_\_\_

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

Check the preferred method of delivery for your confirmation

E-mail Address: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

**Payment Information:** All hotels require a valid credit card guarantee of one night's room and tax with each reservation request. Credit cards must be valid after November 30, 2015.

## Type of Card:

\_\_\_ American Express \_\_\_ Visa \_\_\_ Discover

\_\_\_ MasterCard \_\_\_ Other \_\_\_\_\_

Account Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Card Holder Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_