

**TESOL 2009 Exhibitor/Group Housing Request Form**  
**43<sup>rd</sup> Annual Convention and Exhibit, Denver, Colorado USA, March 26-28, 2009**

All reservations must be received by the TESOL 2009 Registrar by February 20, 2009. If you are making less than 5 rooms please complete the *Individual Exhibitor Housing Request Form*. Contact the TESOL 2009 Registrar for further details. Complete all sections of this form before submitting. The TESOL 2009 Registrar will not process any incomplete forms.

**Contact Information**  
 (please complete all items in this section)

Contact's Last Name: \_\_\_\_\_ Contact's First Name : \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Company /Institution: \_\_\_\_\_  
 Department/Division: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: ( ) \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Daytime phone number: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 Contact's Email: \_\_\_\_\_

**Room Requirements**

	SUNDAY March 22	MONDAY MARCH 23	TUESDAY MARCH 24	WEDNESDAY MARCH 25	THURSDAY MARCH 26	FRIDAY MARCH 27	SATURDAY MARCH 28	SUNDAY MARCH 29	TOTAL ROOM NIGHTS
Single (1 person)									
Double (2 people)									
Double/ Double									
Suites									
Total									

**Hotel**

Please indicate your choice of hotel. See hotel choices on attached sheet.

Hotel Choice # 1 \_\_\_\_\_ Hotel Choice # 2 \_\_\_\_\_ Hotel Choice # 3 \_\_\_\_\_

Should all hotel choices be unavailable please process reservation according to \_\_\_ Comparable Room Rate \_\_\_ Proximity to Meeting Site \_\_\_ Do not book

**Payment/Authorization**

Groups must guarantee rooms with a credit card. Your card will not be charged unless you are liable for cancellation penalties (please review the cancellation policy on the next page for further information). Please complete the information below; your signature is required to process this Exhibitor/Group Housing Request Form.

(Choose one)  
 VISA     Master Card     AMEX

Card Number \_\_\_\_\_ / / \_\_\_\_\_  
 Expiration date

Billing Address \_\_\_\_\_

Name of Cardholder (please print) \_\_\_\_\_ Signature required, authorizing charge for cancellation and acknowledging Housing Policies, see other side

PLEASE BE SURE TO COMPLETE ALL FOUR SECTIONS OF THIS FORM AND SIGNED HOUSING AGREEMENT BEFORE SUBMITTING

**TESOL 2009  
Exhibitor/Group Housing Agreement**

**Housing Information and Instructions**

- Complete the Exhibitor/Group Housing Request Form for requests of 5 or more sleeping rooms and mail or fax to TESOL 2009 Registrar. Use the Individual Exhibitor Request Form for less than 5 rooms.
- Each room reservation request requires a valid credit card number.
- All requests received will be assigned on a first come, first serve basis. Telephone requests **will not** be accepted.
- If you have held a group block at past TESOL Meetings, your history of rooms reserved vs. rooms utilized will be reviewed. TESOL reserves the right to make adjustments to your block based on past history.
- All reservation cancellations will be charged a \$100 processing fee. After February 20 any rooms without names will be released back to the hotel and group will be charged for each and every room night cancelled.
- **Rooming lists must be furnished by February 20, 2009, 5pm EST.**
- A letter of confirmation will be sent to the group contact upon receipt of completed form.
- All reservation changes and cancellations must be made in writing directly to Laser Registration by February 26<sup>th</sup>, 5 pm EST. **Do not** contact the hotel directly before **March 2, 2009**.
- Only the main contact person for the group will be allowed to make alterations to group reservations.

**Attrition Policy (Financial Penalty)**

In past years, a large number of reserved rooms held by Exhibitors/Groups went unused. Hotels are now penalizing groups like TESOL for not using all the committed sleeping rooms. In an effort to reduce this expense and ensure that rooms are reserved for individuals who will use them, TESOL requires all groups to adhere to the established deadlines and be financially responsible for rooms set that are set aside for them.

Any reduction or cancellation of rooms before the February 20 deadline will be charged a cancellation fee of \$100 per room. By February 20, all reservations must have individual names attached to each room. After February 20 any rooms without names will be released back to the hotel and group will be charged for each and every room night cancelled (e.g. 3 nights @ \$250 = \$750 + applicable taxes). All requests for reductions or cancellations must be made in writing to the address below.

Room nights held after February 20, 2009 will be the group's Final Block of total room nights. *The group will be held financially responsible for full payment of all sleeping rooms left in the block. No reduction may be made after **February 20, 2009**.*

Any attrition owed by the group due to late cancellations and no shows will be invoiced post-Conference by Laser Registration. **Exhibit space and hotel room blocks for 2010 will not be confirmed until invoice is paid in full.**

**On behalf of the Group, I have read and agree to abide by the terms as stated in the above Housing Instructions and Attrition Policy.**

Print Name: \_\_\_\_\_

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

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

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

**Return Forms and Payment to:  
TESOL 2009 Housing  
c/o Laser Registration  
1200 G Street, NW, Suite 800  
Washington, DC 20005**

