

# TESOL 2009 Individual Exhibitor Housing Request Form

The 43<sup>rd</sup> Annual TESOL Convention and Exhibit, Denver, Colorado USA- March 26-28, 2009

Reservations can be made between December 1, 2008 and February 20, 2009, 5PM EST. Complete all sections of this form before submitting. The TESOL 2009 Registrar will not process any incomplete forms. One reservation per form. For 5 or more reservations, use the [Exhibitor/Group Housing Request Form](#).

First Name : \_\_\_\_\_ Last Name : \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Company /Institution: \_\_\_\_\_

Department/Division: \_\_\_\_\_

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

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

Daytime phone number: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

## Dates

Arrival Date (MO/DAY/YR): \_\_\_\_\_ Departure Date (MO/DAY/YR): \_\_\_\_\_

(Please provide your hotel choices in rank order of preference)

- 1 \_\_\_\_\_ \*\* Should all hotel choices be unavailable, process this reservation according to (check one):
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_  Comparable room rate
- 5 \_\_\_\_\_  Proximity to meeting site
- \_\_\_\_\_  Do not book accommodations

(Choose one)

- Single /1 bed  Double/1 bed  Double /2 beds  Triple/2 beds  Quad /2 beds
- Non-smoking  Smoking  ADA room

Other Room Occupants (if you are sharing a room, please indicate the other room occupants)

1- \_\_\_\_\_  Registered Participant

2- \_\_\_\_\_  Registered Participant

Special request: \_\_\_\_\_

## Reservation Guarantee

All hotels require a credit card guarantee with each reservation requests. **Housing forms received without a valid credit card will not be processed.** Credit card must be valid through March 2009 to be considered a proper guarantee. NO CASH OR CHECK DEPOSITS ACCEPTED.

(Choose one)

- VISA  Master Card  American Express

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

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

\_\_\_\_\_  
Name of Cardholder (please print)

\_\_\_\_\_  
Signature required, authorizing charge for cancellation and acknowledging Housing Policies, see below)

## HOUSING POLICIES

### CONFIRMATIONS

Confirmations will be sent after each reservation booking, modification or cancellation. If you do not receive a confirmation within 5 days after any transaction, please contact the TESOL Registrar via phone at 866.999.3032 or via email at TESOL@Laser-Registration.com

### ROOM RATES/TAXES

To take advantage of the special TESOL rates, please book your reservation by February 20, 2009. After that date, TESOL room blocks will be released and reservations will only be accepted at the convention rate based on availability. All rates are per room per night and are subject to 14.85% tax (subject to change without notice).

### CREDIT CARD GUARANTEE

Housing forms received without valid credit card information will not be processed. Credit cards must be valid through March 2009.

### CHANGES/CANCELLATIONS

All changes/cancellations can be made by February 26, 2009 via the TESOL Registrar by Internet, fax, mail or email. All reservation cancellations will be charged a \$100 processing fee. Any cancellations within 72 hours of arrival are subject to one night's room and tax penalty in addition to the \$100 processing fee. Failure to check-in on the scheduled date of arrival will result in a charge of one night's room and tax and cancellation of the room for the remainder of the stay.

**Return this completed form by fax only**  
with credit card information to 866.614.5463

or  
Int'l fax (514) 228-3151  
OR

Mail this housing form  
with credit card information to:  
TESOL 2009 Registrar:  
c/o Laser Registration  
1200 G. Street NW, Suite 800  
Washington, DC 20005