

THE AMERICAN BUS MARKETPLACE 2009

January 7-12, 2009

Housing Request Form (Travel Industry Seller)



AMERICAN BUS ASSOCIATION

Housing opens **July 14, 2008**. Requests are guaranteed on a first-come, first-served basis. Requests must be made by Dec. 22, 2008 to receive the ABA rates. When making your reservation, please use the Seller Code, **TIS09**.

Reservation Information

List your hotel choices in order of your preference, 1- 8.

_____ Crown Plaza Charlotte	\$149.00
_____ Hampton Inn Uptown	\$135.00
_____ Hilton Center City	\$151.00
_____ Hilton Garden Inn	\$135.00
_____ Holiday Inn Center City	\$135.00
_____ Marriott City Center	\$147.00
_____ Omni Charlotte	\$137.00
_____ The Westin Charlotte	\$149.00

Arrival Day/ Date: _____

Departure Day/ Date: _____

Room Type (check all that apply):

Non-smoking Smoking

I'm requesting a room with 2 beds. My roommate is: _____

I'm requesting a handicapped room. My needs are: _____

Room types are not guaranteed. All accommodations are subject to 15.25% tax (subject to change). The above rates include a rebate to help off-set the cost of transportation.

Guest Information (Please Print Neatly)

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____ E-mail _____

Make Reservations Through the Visit Charlotte Housing Bureau, Via the Internet, Fax or Mail Only.
No phone reservations will be accepted. Do not call the hotels directly.

Internet: www.buses.org

Fax: (704) 347-1158

Mail: Housing Bureau
c/o: Visit Charlotte
500 S. College Street, Suite 300
Charlotte, NC 28202

Housing Questions: (866) 926-1496 or Email: ABA2009@visitcharlotte.com

Method of Payment

A valid credit card is required to secure your room reservation. Checks are also acceptable.

All changes and cancellations must be made in writing to the Visit Charlotte Housing Bureau by Dec. 22, 2008. After Dec. 22, 2008, please contact the hotels directly.

Hotel changes and cancellations made after 72 hours prior to your arrival date will require you to forfeit your deposit.

The assigned hotel is authorized to use the information below to assess a one night deposit for my hotel reservation. I authorize my credit card to be charged in compliance with the deposit and cancellation policy should I cancel my reservation.

American Express Diners Club Visa
 MasterCard Discover Card

Credit Card Number: _____

Expiration Date: _____

Name As It Appears On Card: _____

Cardholder's Signature: _____

The Visit Charlotte Housing Bureau will email or mail an acknowledgement of your reservation assignment, which will serve as your confirmation. Check the acknowledgement to verify all information is correct.

Important Instructions

Please read carefully!

1. **Transportation will be provided between all official Marketplace host hotels and the Charlotte Convention Center and for all official Marketplace events.**
2. Requests are filled on a first-come, first-served basis. If your first choice hotel is not available, you will be assigned your next available choice.
3. Roommates should send only one Housing Request form per room, but please list the names of all persons who will be occupying that room.
4. All rooms must be guaranteed by supplying valid credit card information on this form. The credit card must be valid through February 2009.
5. If sending a check for the deposit, please make it payable to "Visit Charlotte".
6. Requests received **without** a credit card guarantee or a deposit will not be processed.
7. Credit cards will not be processed prior to your arrival. The deposit at each hotel is a one-night deposit. This will be charged to your credit card if you fail to show the day of your arrival or if you fail to cancel your reservation 72 hours prior to your arrival.
8. The ABA Housing Bureau will email or mail an acknowledgement of your reservation assignment, which will serve as your confirmation. Check the acknowledgement to verify all information is correct.
9. If you do not receive an acknowledgement within two weeks, please email **ABA2009@visitcharlotte.com**.
10. All changes and cancellations must be made in writing directly with the ABA Housing Bureau only until December 22, 2008. After December 22, 2008, please contact the hotels directly. **Please note:** Any cancellations made after 72 hours prior to your arrival will require your credit card that you are providing on the front of this form, to be charged a one night's deposit plus tax.

Questions? Call (866) 926-1496 or Email ABA2009@visitcharlotte.com.

Note: Canceling your Marketplace registration with ABA **does not** cancel your housing reservation. You are responsible for making BOTH cancellations. If you fail to cancel your housing reservation 72 hours prior to your arrival, you will be billed your hotel deposit plus tax.