

THE AMERICAN BUS MARKETPLACE 2010

January 15-19, 2010

Housing Request Form (Travel Industry Seller)



AMERICAN BUS ASSOCIATION

Housing opens **July 16, 2009**. Requests are guaranteed on a first-come, first-served basis. Requests must be made by Dec. 29, 2009 to receive the ABA rates. When making your reservation, please use the Seller Code, **A-ABA12**.

Reservation Information

_____Gaylord National Resort \$189.00

The above rate does not include the \$10/day resort fee.

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 16% tax (subject to change).

If you desire a suite, contact the Marketplace Housing Manager at (301) 965-4025.

Method of Payment

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

In order to receive a full refund of the deposit, room cancellations must be received 72 hours prior to the arrival date.

The assigned hotel is authorized to use the information below to assess a one night deposit for my hotel reservation. The hotel deposit is one night room and tax. By signing below, I authorize my credit card to be charged in compliance with the deposit and cancellation policy should I not 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 Gaylord National Reservation Department will email an acknowledgement of your reservation assignment, which will serve as your confirmation. Check the acknowledgement to verify all information is correct.

Guest Information (Please Print Neatly)

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____ E-mail _____

Make Reservations Through the Gaylord National, Via the Internet, Fax or Mail Only.

Internet: www.buses.org/marketplace

Fax: (301) 965-4099

Mail: Gaylord National Resort & Convention Center
Attn: Christine Sellers
201 Waterfront Street
National Harbor, MD 20745

Housing Questions: csellers@gaylordhotels.com

Important Instructions

Please read carefully!

1. Airport transportation will be provided between the Gaylord National Resort and Convention Center and Reagan National Airport.
2. Requests are filled on a first-come, first-served basis.
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 2010.
5. If sending a check for the deposit, please make it payable to "Gaylord National Resort and Convention Center".
6. Requests received **without** a credit card guarantee or a deposit will not be processed.
7. Credit cards will be processed prior to your arrival. The deposit at the 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 Gaylord National will email 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 **csellers@gaylordhotels.com**.
10. All changes and cancellations must be made in writing directly with the Gaylord National Resort and Convention Center. **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? csellers@gaylordhotels.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.