

THE AMERICAN BUS MARKETPLACE 2011

January 8-12, 2011

Housing Request Form (Travel Industry Seller)



AMERICAN BUS ASSOCIATION

Housing opens **April 6, 2010**. Requests are guaranteed on a first-come, first-served basis. Requests must be made by Dec. 15, 2010 to receive the ABA rates.

Reservation Information

List your hotel choices in order of your preference, 1- 6. Rates listed are for single and double. There may be an extra charge for a third and fourth person in the room.

_____ Marriott Downtown	\$174.00
_____ Courtyard by Marriott Downtown	\$159.00
_____ Hampton Inn	\$139.00
_____ Hilton Garden Inn	\$135.00
_____ Evolution Suite	\$155.00
_____ Holiday Inn Express Midtown	\$134.00
_____ Loews Philadelphia	\$179.00

Arrival Day/ Date: _____

Departure Day/ Date: _____

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 15.2% 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 Welcome Philadelphia Housing Bureau, Via the Internet, Fax, Phone or Mail.
Do not call the hotels directly.

Internet: www.buses.org

Fax: (301) 694-5124

Mail: Welcome Philadelphia Housing Bureau
P.O. Box 4088
Frederick, MD 21705

Housing Questions: (800) 650-6835 or (847) 996-5874

Method of Payment

A valid credit card is required to secure your room reservation.

All changes and cancellations must be made in writing to the Welcome Philadelphia Housing Bureau by Dec. 21, 2010. Starting on Dec. 24, 2010, please contact the hotels directly. **Cancellation of your reservation within 72 hours of or failure to check in on your scheduled arrival date will result in one night's room and tax charge to the credit card provided as guarantee.**

The assigned hotel is authorized to use the information below to assess a one night's stay plus tax for my hotel reservation. I authorize my credit card to be charged in compliance with the 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 Welcome Philadelphia Housing Bureau will email 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 not be provided between official Marketplace host hotels and the Pennsylvania Convention Center. Transportation will be provided for official Marketplace evening 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 2011.
5. Requests received **without** a credit card guarantee will not be processed. A credit card is required to reserve your room even if you intend to pay the hotel by check. A check in the amount of one night's stay and tax must be sent directly to the hotel after Dec. 22 and prior to Dec. 30. A copy of your reservation acknowledgement from the Welcome Philadelphia Housing Bureau must accompany the check.
6. Credit cards will not be processed prior to your arrival. Your credit card will be charged one night's stay plus tax if you fail to show the day of your arrival or if you fail to cancel your reservation at least 72 hours prior to your arrival.
7. The Welcome Philadelphia Housing Bureau will email an acknowledgement of your reservation assignment, which will serve as your confirmation. Check the acknowledgement to verify all information is correct.
8. If you do not receive an acknowledgement within two weeks, please email **abm@experient-inc.com**.
9. All changes and cancellations must be made in writing directly with the ABA Housing Bureau only until December 21, 2010. Please understand that processing your reservations from the Housing Bureau into the Hotel system will take a few days. Please do not contact the hotels directly "to be sure" until Dec. 24, 2010. **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 stay plus tax.

Questions? Call (800) 650-6835 or (847) 996-5874

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 one night's stay plus tax.