

INSTRUCTIONS

To Block Sleeping Rooms: The Housing Bureau will hold room blocks with a deposit. Personnel names with final arrival/departure dates are due in writing no later than **June 18, 2008**. This is a strict deadline, and room blocks will be released if names are not supplied by this date. **Require 5 or fewer sleeping rooms?** You may prefer to make individual housing reservations on-line at www.aapm.org/meetings/08AM/housing.asp.

FAX: Only fully completed forms will be accepted at The Housing Connection at 1-801-355-0250. Please make copies of form as needed.

MAIL: Only fully completed forms will be accepted at The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.

PHONE: Call The Housing Connection at 1-888-221-9425
Hours: 7:00am-6:00pm MST, Mon-Fri.

ACKNOWLEDGMENTS

The Housing Connection will send you an acknowledgment of your reservation. Please review all information for accuracy. If you do not receive your acknowledgment within 3 to 5 days or have questions regarding your reservation, please contact The Housing Connection by phone at 888-221-9425 or by email at thc@housingregistration.com. You will not receive a confirmation from the hotel.

ROOM RATES/TAXES

To take advantage of the special AAPM meeting rates, please submit your request for an exhibitor room block as soon as possible. Follow up with your personnel list by **June 18, 2008**. After this date, the room blocks will be released.

All rates are per room and are subject to 17% tax, (subject to change).

Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

DEPOSITS

A first night's room and tax deposit or major credit card number is required to secure each room. After June 18, cancellations will forfeit a \$25.00 Event Cancellation Fee. Cancellations within 72 hours prior to the day of arrival will forfeit their entire deposit. (Credit Cards will only be charged if cancelled within the penalty period). Early departures are subject to penalty fees set by the hotel. A charge of first night's room and tax will be applied and/or forfeited if you do not cancel or do not arrive (no-show).

FAX: 801-355-0250
Do not mail after faxing.

Honoring the past
Celebrating the present
Preparing for the future
Houston, Texas • July 27 - 31, 2008



Exhibitor Room Block Form

CONTACT INFORMATION

First Name _____ M.I. ____ Last Name _____
E-mail Address _____
Daytime Phone _____ Fax _____
Exhibiting Company _____
Address _____
City/State/Province _____
Zip/Postal Code, Country _____

ROOM BLOCK RESERVATION

Date	# Rooms	Single/Double
July 23, 2008		
July 24, 2008		
July 25, 2008		
July 26, 2008		
July 27, 2008		
July 28, 2008		
July 29, 2008		
July 30, 2008		
July 31, 2008		

Please complete the number of rooms on a nightly basis. Room block requests are processed on a first come, first-served basis.

A first night's room and tax deposit or major credit card number is required to secure each room.

Special Needs:



Rank preference

_____ Hilton Americas (headquarters)	\$183 Single or Double	10 room maximum room block
_____ Four Seasons	\$219 Single or Double	
_____ Hyatt Regency	\$150 Single or Double	(shuttle provided)
_____ Marriott Courtyard Downtown	\$155 Single or Double	(shuttle provided)
_____ Residence Inn Downtown	\$145 Single or Double	(shuttle provided)
_____ Magnolia Hotel	\$134 Single or Double	(shuttle provided)
_____ Inn at the Ballpark	\$139 Single or Double	

To request a suite, please contact mike@housingregistration.com or call 801-505-4112.

SUBMIT PERSONNEL LIST NO LATER THAN JUNE 18

Final personnel list, to include the same information as above, per individual, is due **by June 18**.

DEPOSIT INFORMATION

All reservations requests must be guaranteed. Credit cards will not be charged prior to the arrival date. Room Block Forms received without a valid credit card will not be processed. Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed. **Checks** in the amount of first night's deposit/tax, and made out to **The Housing Connection** are only accepted with a mailed Room Block Form.

Enclosed is a check

American Express Discover Visa MasterCard Diner's Club

Card Number _____ Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

*** Necessary to process reservation**

CHANGES/CANCELLATIONS

Reservations may be changed or cancelled through the AAPM Housing Bureau until July 12, 2008. Cancellations received on or after, **June 18, 2008** will be assessed a \$25.00 processing fee. Do not contact the hotels directly until after July 12, 2008.