INSTRUCTIONS

To Block Sleeping Rooms: The Housing Connection will hold room blocks with a deposit. Personnel names with final arrival/departure dates are due in writing no later than **June 15, 2012**. 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/2012AM/.

Only fully completed forms will be accepted at The Housing Connection. Please make copies of form as needed.

PHONE: 888-505-4486
Hours: 7:00am-6:00pm MST, Mon-Fri.

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

MAIL:
175 South West Temple, Suite 140
Salt Lake City, UT 84101

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 at 888-505-4486 or email 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.

All rates are per room and are subject to 15.25% 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 deposit of first night's room and tax in the form of a valid credit card guarantee is required to secure each room.

CANCELLATIONS POLICY

Reservations After July 5, 2012 reservations cancelled will be subject to a $25.00 processing fee. Cancellations within 48 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).

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 25, 2012		
July 26, 2012		
July 27, 2012		
July 28, 2012		
July 29, 2012		
July 30, 2012		
July 31, 2012		
Aug 1, 2012		
Aug 2, 2012		

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		Rates listed in US dollars
_____	Westin (AAPM HQ)	$179 Single or Double **(limited block: 10 rooms)**
_____	Ritz Carlton	$229 Single or Double
_____	Marriott City Center	$167 Single or Double
_____	Hilton	$165 Single or Double
_____	Aloft	$159 Single or Double
_____	Omni	$144 Single or Double
_____	Courtyard	$139 Single or Double
_____	Holiday Inn	$129 Single or Double
_____	The Blake	$125 Single or Double

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

SUBMIT PERSONNEL LIST NO LATER THAN JUNE 15

Final personnel list, to include the same information as above, per individual, is due **by June 15**.

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.

☐ 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 Housing Connection until July 19, 2012. Do not contact the hotels directly until after July 19, 2012.