

INSTRUCTIONS

For Exhibitors with Room Block Reservations: 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 20, 2007**. This is a strict deadline, and room blocks will be released if names are not supplied by this date. **For Individual Exhibitor Reservations with No Room Blocks:** You may prefer to make individual housing reservations on-line at www.aapm.org/meetings/07AM/housing.asp.

FAX: Only fully completed forms will be accepted at the Minneapolis/AAPM Housing Bureau at (612) 767-8201. Please make copies of form as needed.

MAIL: Only fully completed forms will be accepted at the Minneapolis/AAPM Housing Bureau, c/o Meet Minneapolis, 250 Marquette Ave S, Suite 1300, Minneapolis, MN 55401.

PHONE: Call the Minneapolis/AAPM Housing Bureau at 888-947-2233 or (612) 767-8200
Hours: 9:00am-3:00pm CST

ACKNOWLEDGMENTS

The Minneapolis/AAPM Housing Bureau 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 Minneapolis/AAPM Housing Bureau by phone at **888-947-2233** or by email at housing@meetminneapolis.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 20, 2007**. After this date, the room blocks will be released.

All rates are per room and are subject to **13.15%** 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 20, 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: 612-767-8201

Do not mail after faxing.



49th Annual Meeting July 22-26, 2007

Minneapolis Convention Center
Minneapolis, Minnesota

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 18, 2007		S
July 19, 2007		S
July 20, 2007		S
July 21, 2007		S
July 22, 2007		S
July 23, 2007		S
July 24, 2007		S
July 25, 2007		S
July 26, 2007		S

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 Minneapolis (headquarters)	\$159 Single or \$169 Double	10 room maximum room block
_____ Radisson Plaza	\$160 Single or Double	(shuttle provided)
_____ Hyatt Regency	\$157 Single or Double	
_____ Marriott City Center	\$155 Single or Double	(shuttle provided)
_____ DoubleTree Guest Suites	\$145 Single or Double	
_____ Millennium Hotel	\$138 Single or Double	

To request a suite, please contact housing@meetminneapolis.com or call 888-947-2233.

SUBMIT PERSONNEL LIST NO LATER THAN JUNE 20

Final personnel list, to include the same information as above, per individual, is due **by June 20**.

DEPOSIT INFORMATION

All reservations requests must be guaranteed. Credit cards will not be charged prior to the arrival date. Hotel Reservation 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** are only accepted with a mailed Hotel Reservation Form, in the amount of first night's deposit/tax and made out to **Meet Minneapolis**.

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 Minneapolis/AAPM Housing Bureau until July 12, 2007. Cancellations received on or after the cutoff date, **June 20, 2007** will be assessed a \$25.00 processing fee. Do not contact the hotels directly until after July 12, 2007.