

Refer to the PAS website for activities beginning before May 3

Instructions

Reservations may be made from September 19, 2007 through April 1, 2008 by choosing one of the following methods.

INTERNET:

Preferred Method

Book your reservation on-line, 24 hours a day, 7 days a week, using the interactive site at www.pas-meeting.org and receive immediate confirmation.

TELEPHONE: Experient, Inc. will administer housing reservations for the Hawaii Convention Bureau. Phone reservations are available 8:00am-5:30pm CT, Monday-Friday, at: 800-974-9833 (toll free US and Canada) or 847-282-2529 (International).

FAX: Send a completed form, one copy per room, to 800-521-6017(Domestic) or 847-940-2386 (International).

MAIL: Send a completed form, one copy per room, to Reservation Office, Experient, 108 Wilmot Road, Suite 400, Deerfield, IL 60015-5124.

CONFIRMATIONS: Confirmations are provided by Experient and are available via email, fax or mail. Confirmations will be e-mailed when e-mail addresses are provided unless otherwise indicated. All processing deadlines and cancellation policies are noted on confirmations. Hotels do not send out confirmations.

ROOM RATES/TAXES: To take advantage of the special PAS convention rates, be sure to book your reservation by April 1, 2008. After this date, official PAS blocks will be released, and hotels may charge significantly higher rates.

All rates are per room, per night and are subject to a 11.96% tax (subject to change). Please provide room, bedding and special needs preferences. Hotels will assign specific room types at check-in, based on availability. Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Requests for five or more rooms must be in writing and either mailed or faxed.

DEPOSITS: Deposit is \$225 for Standard Room / \$450 1BR Suite / \$675 2BR Suite. Deposits are required for all reservations at the time of booking. No reservations will be made without a form of payment. Major credit cards (American Express, MasterCard, Visa and Discover) are accepted. We are not able to accept wire transfers, money orders or supply invoices for hotel deposits.

CHANGES: Changes may be made via telephone, fax, mail or email (pas@experient-inc.com) up until April 4, 2008. Between April 5 and April 13 reservations are being transmitted to the hotel, therefore, no changes/cancels are allowed. Please wait and contact your hotel directly starting April 14, 2008.

CANCELLATION/REFUND PROCEDURE: Cancellations before April 4, 2008 must be submitted in writing via fax, mail or email (pas@experient-inc.com). Between April 5 and April 13 reservations are being transmitted to the hotel, therefore, no changes/cancels are allowed. Please wait and contact your hotel starting April 14, 2008. Deadline for cancels with a full refund is April 1, 2008. Cancellations after April 1, 2008 are subject to an \$16.00 processing fee. Please check your acknowledgment for your hotel's cancel policy. Cancellations will be refunded in the same form of payment as originally made. Failure to check in on your scheduled arrival date will result in FORFEITURE of deposit(s) paid.

Hotel Information

ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

HOUSING BLOCKS: All PAS and Alliances book out of a single block.

HOTEL SELECTION: (List three choices in order of preference)

First: \_\_\_\_\_
Second: \_\_\_\_\_
Third: \_\_\_\_\_

Reservations will be processed on a first-come, first-served basis. If all three requested hotels are unavailable, please process this reservation according to:

- Comparable room rate
Proximity to conference site

ROOM TYPE REQUESTED: (Requests are not guaranteed. Please fill out all below)

Number of people in room:
1 Bed 2 Beds 1 BR Suite 2 BR Suite
Smoking Non-Smoking

List All Occupants in Room (Yourself included)

- 1.
2.
3.
4.

ADA Requests:
Visual Mobile Audio

Exhibitor Housing Statement

Exhibitors must secure housing using the PAS Exhibitor Housing Form on the PAS website.

Exhibitors should not use this form.

Deposit Information

All hotels require a credit card guarantee for deposit of \$225 U.S. with each reservation request. (See cancellation policy)

Housing forms received without a valid credit card deposit will not be processed.

- CREDIT CARD
AMERICAN EXPRESS
MASTERCARD
VISA
DISCOVER

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

CHECK (Made payable to Experient, Inc.; Applicable for Mail-in reservations only; No cash deposits accepted.)

Reservation Office
Experient
108 Wilmot Road, Suite 400
Deerfield, IL 60015-5124

SEND CONFIRMATION TO: (Fill this portion completely)

NAME

First: \_\_\_\_\_ Last: \_\_\_\_\_ MI: \_\_\_\_\_

Phone:( \_\_\_\_\_ ) Fax: ( \_\_\_\_\_ )

If outside the USA, provide country & city codes along with the telephone numbers.

Email: ( \_\_\_\_\_ )

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Do not send this form to PAS. Send it to the Reservation Office via Fax or Mail. Please use one form per room. Make copies as needed.