

Pediatric Academic Societies' Annual Meeting

May 2-5, 2009 Baltimore, MD

Exhibitor Hotel Reservation Form

INSTRUCTIONS

Reservations accepted December 22, 2008 through March 5, 2009 by choosing one of the following methods.

INTERNET:

www.pas-meeting.org

Available 24/7 and immediate confirmation provided.

Preferred Method

TELEPHONE:

Monday–Friday, 8:30am–5:30pm ET

800-282-6632 (toll free)

410-837-4636 (International)

FAX:

Fax a completed form, one copy per room, to:

410-659-8398

MAIL: Send a completed form, one copy per room, to **BACVA/PAS Housing Bureau**, 100 Light Street, 12th Floor, Baltimore, MD 21202

CONFIRMATIONS: The PAS Call Center will send you a confirmation. Review the confirmation carefully. If you do not receive a confirmation within 14 days after sending a reservation request, please contact the call center at 800-282-6632.

ROOM RATES/TAXES: To take advantage of the special PAS convention rates, be sure to book your reservation by March 5, 2009. 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 13.5% tax (subject to change). Please provide room, bedding and special needs preferences. Hotels will assign specific room types at check-in, based on availability. Some hotels may charge additional fees for rooms with more than one occupant.

DEPOSITS: All hotels require a credit card guarantee or check deposit of US \$225. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the BACVA/PAS Housing Bureau. *We are not able to accept wire transfers, money orders or supply invoices for hotel deposits.*

CHANGES/CANCELLATIONS/REFUNDS: Cancellations made after April 6 will be subject to a \$50.00 cancellation-processing fee. Changes and cancellations should be made through the PAS Call Center until 5:30pm ET on April 23, 2009. Cancellations made after that time will be subject to forfeiture of the entire \$225.00 deposit.

Only call your hotel directly for changes and cancellations **after** the call center closes at 5:30pm ET on April 23, 2009.

Exhibitor Housing Statement

Exhibitors must secure housing using the PAS Exhibitor Housing Form on the PAS web site. **Attendees should not use this form.**

HOTEL INFORMATION Exhibitors 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

RESERVATION FOR LESS THAN 5 ROOMS: (Requests are not guaranteed. Please fill out all below)

List All Room Occupants (If children, list names and ages). Arrival & Departure date for each occupant MUST be included NEXT to room occupant.

NAME	ARRIVAL DATE	DEPARTURE DATE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Non Smoking room requested _____ ADA Requests: Visual _____ Mobile _____ Audio _____

RESERVATION FOR MORE THAN 5 ROOMS: Group block information must be directed to the PAS Exhibitor Housing Coordinator via email at conventionhousing@baltimore.org or by fax at 410-659-8398.

SEND CONFIRMATION TO:

Last Name: _____ First Name: _____ MI: _____

Email: _____

Phone: _____ Fax: _____

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

Company/Institution: _____

Address: _____

City, ST, Province: _____

Zip/Postal Code, Country: _____

DEPOSIT INFORMATION

All hotels require a credit card guarantee or check deposit of US \$225 with each reservation request. Requests received without a credit card guarantee or check deposit will be returned.

CREDIT CARD: American Express _____ Mastercard _____ Visa _____ Discover _____

Card Number _____ Expiration Date _____

Name of Card Holder _____

CHECK ENCLOSED

Make payable to BACVA/PAS. Applicable for Mail-in reservations only. No cash deposits accepted. Mail checks with attached housing form to:

BACVA/PAS Housing Bureau

100 Light Street, 12th Floor

Baltimore, MD 21202

Do not send this form to PAS. Send it to the BACVA/PAS Housing Bureau via fax or mail. Please use one form per room. Make copies as needed.