



AOPA AVIATION SUMMIT

Hartford, CT
September 22-24, 2011
Housing Form

INSTRUCTIONS

Reservations can be made in one of the following ways:

INTERNET:

www.aopa.org/summit

TELEPHONE:

Toll free (US): 888-222-5562
International: 801-505-4142

FAX:

801-355-0250

MAIL:

AOPA 2011 Summit
175 South West Temple, Suite 140
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by phone, fax, mail or Internet by **August 28, 2011**, in order to guarantee convention rates.

CONFIRMATIONS

AOPA Aviation Summit Housing will send you an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, please call (888) 222-5562. **You will not receive a confirmation from the hotel.**

TAX RATES and REQUESTS

All rates are per room and subject to the current 15% tax. Special requests cannot be guaranteed, however, hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED TO SECURE RESERVATION

Reservations will not be accepted without a Room Deposit of one night's room rate, plus tax for each room reserved. Room Deposits will be accepted in the form of a check made payable to: AOPA 2011 Housing, 175 South West Temple, Suite 140, Salt Lake City, UT 84101; or a valid credit card with signature authorizing the credit card to be charged for the Room Deposit. If the charge to the credit card is denied, we reserve the right to release your reservation.

CANCELLATION POLICY

Cancellations after August 19, 2011, will be subject to a \$50 processing fee. One night's room and tax will be forfeited entirely if cancellation occurs within 48 hours prior to the attendee arrival date or the individual hotel cancellation policy noted on the attendee acknowledgement letter.

GUEST INFORMATION

Arrival Date: _____ **Departure Date:** _____

First Name: _____ M.I. _____ Last Name: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

Company: _____

Address: _____

Address 2: _____

City/State/Province: _____

Zip/Postal Code, Country: _____

HOTEL SELECTION

Please number hotels in order of preference (1st, 2nd, 3^d, etc) above

<u>Hotel</u>	<u>Preference</u>	<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
Crowne Plaza Hartford-Downtown	_____	\$169	\$169	\$189	\$189
Hampton Inn	_____	\$125	\$125	\$125	\$125
Hartford Marriott Downtown	_____	\$197	\$197	\$217	\$217
Hartford/Windsor Marriott Airport	_____	\$163	\$163	\$163	\$163
Hilton Garden Inn Hartford North/Bradley Airport	_____	\$149	\$149	\$149	\$149
Hilton Hartford Hotel	_____	\$175	\$175	\$185	\$195
Holiday Inn Express Hotel & Suites - Standard	_____	\$111	\$111	\$111	\$111
Holiday Inn Express Hotel & Suites - Suite	_____	\$121	\$121	\$121	\$121
Homewood Suites Downtown	_____	\$168	\$168	\$178	\$188
Residence Inn Hartford Downtown	_____	\$169	\$169	\$189	\$189
Hartford Plaza Hotel (formerly Sheraton)	_____	\$149	\$149	\$149	\$149

Room Type Requested: _____ One Bed _____ Two Beds _____ # of People in Room

***Submit only one room request per form. Should additional forms be needed, please make copies. If you are requesting more than 10 rooms, please contact Nick Taylor at thc@housingregistration.com.**

****If requested hotels are unavailable, a reservation will be made at the next available hotel.**

List all room occupants:

Check here if you have a disability requiring special services Non smoking request

Special requests: _____

DEPOSIT INFORMATION

All reservation requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

- Visa Discover Diner's Club
 MasterCard American Express

Card Number _____ Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

***I hereby authorize AOPA 2011 Housing or any one of the participating hotels, to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than August 28, 2011.**

One night's check deposit enclosed and made payable to THC/AOPA 2011. Mail housing forms to: AOPA 2011 Housing, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.

