

**RESERVATION
INSTRUCTIONS**

- Please print or type all information below.
- Use one form per reservation — duplicate as needed.
- Indicate your hotel choice in order of preference. Reservations are processed on a first-come, first-served basis.
- Send forms to the AHCA/NCAL Housing — **DO NOT SEND DIRECTLY TO AHCA/NCAL OR THE HOTEL.**
- A credit card to guarantee the reservation or a check in the amount of one night's room and tax must accompany all reservations. The hotel will charge your credit card for one night's room and tax or use the check deposit of one night's room and tax.
- If guaranteeing by check, make it payable to Convention Management Resources, Inc. and mail it with this hotel form to the address below. As soon as your reservation is processed, you will receive a confirmation by email or fax.
- If you are interested in booking a suite, please e-mail your request to **AHCA2008Housing@cmrus.com**. Suites vary in price and are subject to availability. All suites require the approval of AHCA/NCAL, prior to confirmation.
- Make your hotel reservations early to ensure availability — **Deadline: August 29, 2008.**

Please read all hotel information prior to completing and submitting this form to AHCA/NCAL Housing. Keep a copy of this form for your records.

Please note: Hotel reservations and convention registration are separate processes—remember to register at **www.AHCAconvention.org**, or use the attached Attendee Registration Form.

PERSONAL INFORMATION:

First Name _____ Last Name _____
 Organization Name _____
 Organization Address _____
 City _____ State/Province _____ Zip/Postal Code _____ Country _____
 Telephone _____ Fax: _____
 Email: (Confirmation will be sent via email if address is provided) _____

HOTEL PREFERENCE

Hotel	Single/Double	Room Type:
<input type="checkbox"/> Gaylord Opryland Resort Hotel	\$185 + Resort Fee and Tax	<input type="checkbox"/> Single Occupancy <input type="checkbox"/> Double Occupancy
<input type="checkbox"/> Radisson Hotel	\$129 + tax	<input type="checkbox"/> King Bed <input type="checkbox"/> Two Double Beds

**Rates do not include the 15.25% hotel occupancy tax, \$2.00 per night city tax, and \$10 per night resort fee. The Gaylord Opryland Resort and Radisson Hotel are both smoke-free establishments*

Arrival Date _____ Departure Date: _____

Name(s) of All Room Occupants:

Please note that additional charges apply to the third or fourth person occupying the room.

Person #1: _____
 Person #2: _____
 Person #3: _____
 Person #4: _____

If requesting a suite, please send your request in writing via fax or e-mail to AHCA/NCAL Housing. All suites are subject to space and rate availability.

Special Requests:

Check here if you have a disability requiring any special services.
 Other _____

RESERVATION GUARANTEE

A credit card or check in the amount of one night's room and tax is necessary to process your reservation. This authorizes the hotel to charge your account for the first night's room and tax for each reservation prior to your arrival.

Check enclosed Check Number _____
 Payable to: Convention Management Resources, Inc.
 (Checks must be received no later than August 22, 2008.)

Credit Card (choose one): American Express MasterCard VISA Diners Discover

Card Number _____
 Expiration Date (must be valid through 10/08) _____
 Name of Cardholder (Please print) _____
 Signature of Cardholder _____

I authorize the hotel to charge my account for the first night's room and tax prior to my arrival or if I cancel after September 26, 2008 or fail to arrive on my confirmed arrival date. All nights of your reservation will be cancelled if you fail to arrive on your confirmed arrival date. AHCA/NCAL 2008 Housing and Show Management accept the reservation and credit card information for the hotel and in no way have any responsibility for liability and recourse is solely to the hotel.

**4 Ways to Make
Reservations**

Check Web site for hotel updates

ONLINE: www.AHCAconvention.org • www.NCALconvention.org

PHONE: Toll Free: (866) 227-1876 • International: (415) 268-2098

FAX: (415) 979-2260

MAIL: AHCA/NCAL Housing, c/o Convention Management Resources, Inc.
 33 New Montgomery, Suite 1420, San Francisco, CA 94105