



SC2000 CONFERENCE HOUSING FORM

IMPORTANT: READ HOUSING INSTRUCTIONS BEFORE COMPLETING THIS FORM!
 Print or type information. Use one (1) form for each room request.
 Photocopy additional forms as necessary.

SEND CONFIRMATION TO:

Name _____ Title _____

Sharing with _____

Organization _____

Mailing address _____

City _____ State _____ Postal/Zip Code _____ Country _____

Daytime Phone _____ Fax _____

Email Address _____

Arrival Date _____ **Departure Date** _____

Individual Housing Reservations must be made by using the Conference Housing Form via the web, mail, or fax. Reservations at conference hotels are handled on a first-come, first-served basis. If you fax your form, please do not duplicate by mailing the original. Purchase orders are not accepted.

Changes must be made through the Dallas Convention and Visitors Bureau (DCVB) Housing Bureau via phone (see toll free number below), fax or mail. For more details regarding changes or cancellations, refer to the Housing Instructions or SC2000 Website.

Please assign one person to make reservations for rooms being shared and inform the Housing Bureau of the other names. For Multiple Room Blocks, read the Housing Instructions or go to the SC2000 Website.

A \$150 deposit is required in advance by check, money order or credit card in order to guarantee a reservation. Deposit checks and money orders must be made out to DCVB Housing Bureau and sent within 14 days of the date processed.
ALL ROOMS MUST BE GUARANTEED WITH A DEPOSIT OR YOUR RESERVATION WILL BE RELEASED!

DEADLINES

For Housing reservations guaranteed at conference rate, **Friday, October 6, 2000.**

For exhibitors or attendees requesting room blocks, rooming lists and deposits (10 or more rooms), **Friday, September 22, 2000.**

Please return this form by mail or fax to:

SC2000 Housing Services
 DCVB Housing
 1201 Elm Street, Suite 2000
 Dallas, TX 75270
 214/571-1023
 800/792-1029 (US or Canada only)

214/571-1024 (DCVB fax)

For more information regarding policies, multiple room blocks, or meeting space, contact:

SC2000 Housing Coordinator:
 Debbie Huszar
 c/o Task Handlers
 503/722-2262 (phone)
 info@taskhandlers.com

HOTEL PREFERENCE:

Please indicate your hotel choices below in order of preference. The DCVB Housing Bureau will do its best to accommodate your first preference. However, in the event that is not possible, please indicate your second and third choices below.

First choice _____

Second choice _____

Third choice _____

Government rate requested.

(If the government rate is not available, the conference rate will be used and you will be notified. You may be required to show proper identification as proof you qualify for the government rate. If you cannot verify your government affiliation, you may be charged a substantially higher rate at the discretion of the hotel.)

TYPE OF ACCOMMODATIONS:

- Single - 1 person, 1 bed
- Double - 2 people, 1 bed
- Db/Db - 2 people, 2 beds
- Triple - 3 people, 2 beds
- Quad - 4 people, 2 beds
- Suite - w/parlor and 1-bdrm (circle: King or Db/Db)
- Suite - w/parlor and 2-bdrms (specify bdrm requirements below)
- Non-smoking
- Smoking
- King bed requested
- ADA, w/companion
- ADA, w/o companion

Special needs or requirements? Please provide us with the details:

CREDIT CARD INFORMATION:

- Mastercard Visa American Express Discover Diners Club

Credit card # _____ Expiration Date _____

Cardholder's Name _____ Signature _____

The DCVB Housing Bureau and assigned hotel are authorized to use this card information to assess a \$150 deposit on my hotel room. This deposit is **NON-REFUNDABLE** if cancellation is received less than seventy-two hours prior to arrival date shown above.