



HOTEL RESERVATION FORM

36th International Convention
May 23-28, 2007
Hyatt Regency Chicago
(Convention Headquarters Hotel)
Chicago, Illinois

If you **DO NOT** need housing, please fill out and return the CBTU Convention Registration Form **ONLY**. Photocopies are acceptable.

HOTEL RESERVATION INFORMATION

Hotel	Single 1 person	Double 2 people	Triple 3 people	Quad 4 people
Hyatt Regency Chicago	\$124.00	\$124.00	\$139.00	\$139.00

If the hotel is not available; your reservation will be placed at another hotel.

CHECK TYPE OF CREDIT CARD American Express___ Diners Club___ Discover Card___ MasterCard___ Visa___

CREDIT CARD NUMBER_____ EXPIRATION DATE_____

One night's room and tax deposit will be charged to credit card after 5/08/07.

NAME AS IT APPEARS ON CREDIT/DEBIT CARD (please print)_____

SIGNATURE OF CARDHOLDER_____

ARRIVAL DATE_____ DEPARTURE DATE_____

(Hotel Penalties for early departure)

Room type requested: _____ one bed _____ two beds (based on availability at time of check-in)

Smoking Preference: _____ Smoking _____ Non-Smoking

NAME OF PRIMARY ROOM OCCUPANT_____

NAME OF ROOMMATES_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

HOME TELEPHONE_____ WORK TELEPHONE_____

FAX NUMBER_____ E-MAIL ADDRESS_____

SPECIAL NEEDS REQUEST (Please write in below any special ADA/disability accommodations requirements by any member of your party.)

PLEASE SEND MY GUEST ROOM RESERVATION CONFIRMATION TO: (Please print)

NAME_____

UNION AFFILIATE _____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

HOME TELEPHONE_____ WORK TELEPHONE_____

FAX NUMBER_____ E-MAIL ADDRESS_____

Deposit Mailing Address
Please complete and mail this hotel room reservation form along with your CBTU Convention Registration form and fees to:

CBTU Housing Bureau
c/o GPCVB
400 E. Van Buren St. Ste. 600
Phoenix, AZ 85004

HOTEL RESERVATION PROCESS

Housing requests will not be processed without a complete Hotel Reservation form AND a complete CBTU Convention Registration form and fees.

HOTEL RESERVATION DEADLINE

Special CBTU Convention room rates are guaranteed based on availability. Please make guest room reservations by April 21. CBTU Convention room reservations **WILL NOT** be accepted by telephone.

HOTEL RESERVATION DEPOSITS

One night's room plus 15.4% tax (subject to change) is required to process each reservation request. Deposit payment may be made by check, money order, debit or credit cards. Deposits with a credit card will be processed after 5/8/07. Make check or money order payable to: CBTU Housing Bureau

ACKNOWLEDGEMENTS:

Please review all information for accuracy. If you do not receive your acknowledgement within 14 days, please contact the CBTU Housing Bureau immediately at (602) 452-6269. You will not receive a confirmation from the hotel. Hotels receive reservation information after 5/8/07.

MODIFICATIONS - CANCELLATIONS:

Continue to make, modify or cancel through 5/8/07, 4 p.m. MST via the Housing Bureau. Email changes and questions to: hsgcoor@visitphoenix.com or (602) 452-6269. Beginning 5/9/07, you should contact your hotel directly. Reservation secured by a check will be assessed a \$25.00 processing/cancellation fee if cancelled at any time. Rooms guaranteed with a credit card will be subject to a \$25.00 cancellation processing fee after 4/21/07, 4 p.m. MST. Your full deposit will be forfeited if you do not cancel your entire reservations 5 days prior to your scheduled arrival date.