

HOTEL RESERVATION FORM

IADR/AADR/CADR General Session & Exhibition

PLEASE COMPLETE FORM IN INTERNET EXPLORER



☐ Yes ☐ No Do you have any type of disability which may require special services?

If yes, please attach a written description of your needs.

Contact Name _____

Company _____

Address _____

City _____ State _____ Zip / Postal Code _____ Country _____

Phone _____ Cell _____ Fax _____

Email _____

You MUST select four different hotel choices. Forms that do not have four different hotel choices may result in forfeiture of the benefit of early housing or the loss of your position in hotel room assignment.

Hotel Request:

1st Choice _____ 2nd Choice _____

3rd Choice _____ 4th Choice _____

If you are making a reservation for less than 5 rooms, please complete the reservation information below.

Name of Occupants	Arrival Date	Departure Date	Single 1 person 1 bed	Double 2 people 1 bed	Double 2 people 2 beds	Triple 3 people 2 beds	Quad 4 people 2 beds

If you are making a reservation for 5 or more rooms, please complete the reservation information below.

	Sun 3/19	Mon 3/20	Tue 3/21	Wed 3/22	Thurs 3/23	Fri 3/24	Sat 3/25	Sun 3/26	Mon 3/27
Example	1	4	18	61	100	99	58	6	2
Rooms Needed									

Payment Information:

☐ Check \$ _____ Checks must be made payable to IADR/AADR/CADR Hotel Reservation Office.

☐ Credit Card: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card Number

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Exp. Month / Year

--	--	--	--

Printed Cardholder's Name _____

Billing Zip Code

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Cardholder's Signature _____

*** REQUIRED**

Event Dates:

**March 22-25, 2017
San Francisco, CA USA**

**For a complete list of
IADR/AADR/CADR General
Session & Exhibition 2017
hotels, please visit
www.iadr.org**

Room Block Policy:

The deadline for name assignments, changes and cancellations for group room blocks of 5 or more rooms is **Friday, February 10, 2017**. All hotel rooms being held without a name after this date will be released. All deposits on group room blocks of 5 or more may be non-refundable after **Friday, February 10, 2017**.

Room Deposit Policy:

All reservation requests require a deposit equal to the first night's room or suite rate plus tax. Please view the official IADR/AADR/CADR Hotel list at www.iadr.org to determine the specific deposit amount for each hotel. Payment must be made by a major credit card or check drawn on a U.S. bank made payable to the IADR/AADR/CADR Hotel Reservation Office. Checks must be attached for reservations to be processed. Credit cards will be charged immediately at time of booking by the IADR/AADR/CADR Hotel Reservation Office. For secure transmission of credit card information, please submit to the Hotel Reservation Office directly, reserve online, or send via fax. Deposits may be non-refundable after **Friday, February 24, 2017**. All changes and cancellations must be received in writing by the IADR/AADR/CADR Hotel Reservation Office by **Friday, February 24, 2017**.

IADR/AADR/CADR Hotel Reservation Office c/o Expovision
3141 Fairview Park Drive, # 550, Falls Church, VA 22042
Phone: (866) 774-0485 (U.S. only) or (703) 770-3906
Fax: (703) 205-0235 Email: iadrhotels@expovision.com