

# HOTEL RESERVATION FORM



## Guest Information *(Please use one form per room.)*

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

NAME \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

### Three Ways to Register:

**Online:** [www.grandconnection.com/mta2010](http://www.grandconnection.com/mta2010)

**Fax:** (616) 825-6030

**Mail:** Grand Connection, PO Box 1512  
Brighton, MI 48116

(NOTE: Submitting a form more than once or using more than one method could result in a double booking.)

#### Housing Questions:

Contact Amy at (810) 623-9008 between 8:30 a.m. & 5 p.m. weekdays. **No reservations will be taken by phone.**

### Room Assignments & Deadlines

All housing is being coordinated through Grand Connection. Reservations will be processed in the order received, beginning at 8 a.m. on Thursday, Oct. 15, 2009. Remaining rooms at the host hotel will be available to vendors and non-members beginning at 8 a.m., Dec. 8, 2009.

At the host hotel, preference will be given for reservations of three nights or longer. Once made, length of stay cannot be reduced without incurring a fee (i.e., a decrease from three nights to two will still be charged for three nights).

It is important to make your housing request by Jan. 5, 2010, as requests received after this date will be based on availability, and discounted rates are not guaranteed.

NOTE: Faxes and mailed reservation forms received by the Housing Bureau PRIOR to 8 a.m. on Oct. 15 will not be processed until that day at 9 a.m. Reservation forms from vendors and non-members requesting rooms at the host hotel received prior to Dec. 8 will not be processed until that day at 9 a.m., pending availability.

**For details on confirmations & cancellations, see page 10.**

### Hotel Selection

Reservations are made on a first-come, first-served basis. Please indicate your hotel preferences below (1st, 2nd, 3rd and 4th). Submitting your form with only one hotel choice may delay your reservation. (See page 10 for rates and amenities.)

\_\_\_\_\_ Amway Grand Plaza\*

\_\_\_\_\_ JW Marriott\*

\_\_\_\_\_ Courtyard By Marriott—Downtown\*

\_\_\_\_\_ Holiday Inn Downtown\*

\_\_\_\_\_ Radisson Hotel

\*Smoke-free hotel; penalties will be assessed by hotel for violation of no-smoking policies. See page 10 for details.

### Accommodations

Please indicate the type of room requested:

Single Bedded     Double Bedded

Name(s) of additional people occupying room:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Special Requests (e.g., smoking/nonsmoking, barrier-free, etc.): \_\_\_\_\_

Every effort will be made to accommodate special requests. You will be notified if your request cannot be accommodated. For suite reservations, contact Kristin at (517) 321-6467, ext. 230.

### State Sales Tax Exemption

All guests must pay the 8 percent hotel tax/assessment. To be eligible for state sales tax exemption, you must:

(1) Complete the Michigan Sales & Use Tax Certificate on page 13.

(2) If sending payment to the hotel prior to the Conference, include a copy of the completed certificate with payment. If claiming tax-exempt status, bring a copy to your assigned hotel at check-in. A copy of the certificate must be provided for EACH room that is exempt, even if several rooms are paid for together.

(3) Pay your hotel expenses by township check or township credit card.

### Guaranteed Reservations

A form of payment is mandatory to confirm a hotel room. Please select one of the following options:

Check or money order (Do **NOT** send payment with this form; instructions will be provided as to where to send payment with your hotel confirmation.)

Credit card authorization (No charges will be posted to the card at the time of reservation. A charge may be incurred if the reservation is cancelled without proper notice.)

MasterCard

VISA

Check here if this is a township credit card.

\_\_\_\_\_ / \_\_\_\_\_  
Card Number

Expiration Date

\_\_\_\_\_ / \_\_\_\_\_  
Print Card Holder's Name

Signature