

# HOUSING BLOCK REQUEST FORM



**HOSPITALITY DESIGN EXPOSITION AND CONFERENCE**  
**MAY 15 - 17, 2008 • SANDS EXPO & CONFERENCE CENTER • LAS VEGAS, NEVADA**  
**RESERVATION DEADLINE: MARCH 3, 2008**

This form is a **REQUEST (NOT A RESERVATION)** to hold a block of rooms. Requests will be processed on a first-come, first-served basis so be sure to submit this form early to secure one of your top hotel preferences! Room Block will be held until March 3, 2008. At this time all rooms not confirmed will be released.

## HOTEL REQUESTS

Please select 4 hotels in order of preference below. Refer to the attached list of hotels. We try to accommodate all requests as close to your choices as possible and reserve the right to make assignments if first choice hotels are not available.

For hotel room blocks, do you prefer assignment by:

- Rate  
 Location (based on availability)

Rates may differ based on room type and availability at time of booking. Ambassadors reserves the right to assign hotels based on availability.

## ROOM INFORMATION

Lowest available rates are listed. Rates may differ based on room type and availability at time of booking.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

Fill in the requested number of hotel rooms: \_\_\_\_\_

Day/Date	Sun 5/11	Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18
One Bedded Room								
Two Bedded Room								
Total Rooms								

## SPECIAL REQUESTS

I am in need of an ADA accessible room. I may need special assistance from hotel in event of an emergency.

Other, please list: \_\_\_\_\_  
\_\_\_\_\_

## MUST BE FILLED OUT

Send Confirmation to: (Please print clearly)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

*(International phone numbers: Please remember to include your country code)*

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## DEPOSIT INFORMATION

**DEPOSIT:** Requests will not be processed without a credit card guarantee. When your hotel assignment has been determined, a check deposit can be submitted. Checks must be received by March 3, 2008. Checks should be made payable to Ambassadors and must equal one night's room & tax per room. (Add 9% tax). Deposit is **NON-REFUNDABLE** if rooms are canceled within (7) days prior to arrival.

Number: \_\_\_\_\_

Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## FIVE WAYS TO BOOK

**WEB:** [www.hdexpo.com](http://www.hdexpo.com)

**PHONE:** 866-772-4410 (US)  
404-584-7458 (Intl.)

**EMAIL:** [hospitalitydesign@ambassadors.com](mailto:hospitalitydesign@ambassadors.com)

**FAX:** 404-584-0685

**MAIL:** Hospitality Design 2008, c/o Ambassadors  
240 Peachtree St., Suite 22-S-10, Atlanta, GA 30303