

# Housing Reservation Form



Oct 15 – 18, 2016  
San Antonio, TX

## Instructions

Reservations can be made by choosing one of the following methods.

**Internet** Book your reservation online by logging onto [www.aarc.org](http://www.aarc.org)

**Phone** (210) 207-6734  
Mon - Fri, 8am - 5pm Central Time

**Fax** Send a completed form, one copy per room request, to (210) 207-6702 (secure line)

**Mail** Send a completed form, one copy per room request, to

**AARC Housing Bureau**  
203 S. St. Mary's Street, 2nd Floor  
San Antonio, TX 78205

**DO NOT E-MAIL** Due to credit card protection laws, do not e-mail this form. No form with a credit card number will be accepted.

## Deadlines/Room Rates/Taxes

To take advantage of the special conference rates, book your reservation **by Friday, September 23, 2016**. AARC can not guarantee discounted rates or availability at the conference hotels after that date. All rates are per room per night, and plus 16.75% tax (subject to change without notice).

## Guarantee

All hotels require a credit card guarantee of one night's room and tax with each reservation request. Credit cards must be valid through October, 2016. If you choose to mail a check deposit, it should be made out to AARC Housing and mailed along with your completed reservation form to the address above. Checks must be **received by Tuesday, August 23, 2016**. After August 23rd, contact the AARC Housing Bureau for further details.

## Confirmations

Confirmations will be sent after each reservation booking, modification, or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail within 3 business days after any transaction, please contact the Housing Bureau via the phone number above or e-mail [housing@visitsanantonio.com](mailto:housing@visitsanantonio.com). You will not receive a written confirmation from the hotel.

## Cancellation/No Show/Penalties

**• New Policy** AARC Housing must receive cancellations on or before Tuesday, August 23, 2016 to avoid any fees. **Cancellations made from Wednesday, August 24, 2016 up until 72 hours prior to arrival date will be assessed a \$50 cancellation fee.**

• Starting Tuesday, September 27, 2016, cancellations must be directed to your confirmed hotel. Cancellations made less than 72 hours prior to arrival date will be charged a fee of one night's room and tax by the hotel.

• Your confirmed hotel may assess an early departure fee for departure date changes at check in.

• If you do not cancel your reservation and/or do not show, the first night's room & tax will be charged to your credit card on the night of your reserved arrival, and your reservation will be forfeited.

## Changes

Please contact the AARC Housing Bureau with new reservations, changes or cancellations through Friday, September 23, 2016. Starting Tuesday, September 27, direct all changes to your designated hotel.

Arrival Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Departure Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Hotel Selection:** (Please number all of the hotels in order of preference.)

\_\_\_\_\_ **Grand Hyatt San Antonio – Headquarters Hotel**

\_\_\_\_\_ **Hilton Palacio del Rio Hotel** (Hotel will charge your credit card one night's room & tax after Friday, September 23, 2016).

\_\_\_\_\_ **Hyatt Regency Riverwalk**

\_\_\_\_\_ **La Quinta Inn & Suites Riverwalk/Convention Center Hotel**

\_\_\_\_\_ **Menger Hotel**

\_\_\_\_\_ **Residence Inn by Marriott Downtown /Alamo Plaza**

\_\_\_\_\_ **San Antonio Marriott Rivercenter**

\_\_\_\_\_ **San Antonio Marriott Riverwalk**

Reservations will be processed on a first come, first served basis. If all hotels are sold out, you will be placed on a wait list until a room becomes available.

**Please process this reservation according to (please check one):**

Comparable room rate  Proximity to conference site

**Check one**  Attendee  Exhibitor

## Room Type

Number of people in room \_\_\_\_\_ Number of beds in room (one or two) \_\_\_\_\_

Special Requests  ADA  Other \_\_\_\_\_

All hotels are smoke free. Hotels will assign specific room types upon check in, based upon availability. Requests are not guaranteed. Send suite requests to [housing@visitsanantonio.com](mailto:housing@visitsanantonio.com).

**List all occupants in room (include yourself)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Hotel Reward #** \_\_\_\_\_ **Hotel Brand** \_\_\_\_\_

**Send Confirmation to (Fill out this portion completely)**

Last \_\_\_\_\_ First \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Check the preferred method of delivery for your confirmation.

E-mail \_\_\_\_\_

Mail (This is my  home address  work address.)

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_

## Type of Card

American Express  Visa  Discover  MasterCard

Other \_\_\_\_\_

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Card Holder Name (print) \_\_\_\_\_

Signature \_\_\_\_\_