

HOTEL RESERVATION FORM

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION
TO ENSURE CORRECT AND TIMELY PROCESSING.

Arrival Date	Departure Date
Reservation for	Last Name
Share with	First Name
Share with	
SEND MY ACKNOWLEDGMENT BY (SELECT ONE) <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Mail to	
Name	
E-mail	
Company	
Address	
City	State / Province Zip/Postal Code Country
Daytime Phone	Fax (include country code if International)

HOTEL PREFERENCE

(please write out hotel name)

1. _____

2. _____

3. _____

IF HOTEL CHOICES ARE UNAVAILABLE, WHICH IS MORE IMPORTANT?

Low Rate Location

TYPE OF ACCOMMODATIONS REQUESTED (Circle correct number)

Number of people 1 2 3 4

Number of beds 1 2

- Request rollaway bed (not available in rooms w/2 beds)
- Request wheelchair accessible room
- Request non-smoking

LIST OTHER ACCOMMODATIONS NEEDED

All reservations require a one-night room and tax deposit. By sending in this form, you agree to the hotel charging your credit card for this deposit, or you will send a check directly to the HOTEL with a copy of your official housing acknowledgement. You also understand that if you do not send a deposit or provide a credit card, your reservation will be canceled. DO NOT SEND DEPOSIT CHECK TO THE HOUSING BUREAU.

INDICATE FORM OF PAYMENT

- Visa MasterCard AMEX Discover Diners Club
- by check made payable to hotel. (If paying by check, send check directly to hotel with a copy of your official housing acknowledgement. Do not send any checks to the Housing Bureau.)

Name (as appears on card)

Card Number EXP. Date

Signature

All reservations must be processed through the Denver Housing Bureau. TELEPHONE RESERVATIONS WILL NOT BE ACCEPTED. The Housing Bureau will acknowledge reservations within 5-7 days of receipt of this form.

GSA Annual Meeting & Exposition

Nov. 7-10, 2004 Denver, Colorado

IF YOU ARE FAXING THIS FORM, DO NOT MAIL IN A DUPLICATE FORM. SUBMIT ONE ROOM REQUEST PER FORM. MAKE ADDITIONAL COPIES IF NEEDED. RESERVATIONS MUST BE RECEIVED BY THE DENVER HOUSING BUREAU BY Tuesday, October 5, 2004. Make all changes and cancellations online or contact the Housing Bureau by Friday, October 29, 2004. After Friday, October 29, 2004, you must call your assigned hotel directly. Cancellations made after Tuesday, October 5, 2004, will incur a charge of \$25.00 regardless of when the initial room request was received.

ONLINE:
www.geosociety.org

MAIL OR FAX TO:
GSA HOUSING BUREAU
1555 CALIFORNIA STREET,
SUITE 300
DENVER, CO 80202-4264
FAX: 303-571-9435

**CHANGES AND/OR
CANCELLATIONS ONLY:**

E-MAIL:
dmcvb-housing@dmcvb.org
(Be sure to refer to
the GSA Annual Meeting
when e-mailing.)
(303) 892-1112, ext. 601,
Mon.-Fri., 9 a.m.-4:45 p.m.
Mountain Time

**DO NOT CALL TO BOOK
YOUR RESERVATION.**