

# MBA's State & Local Workshop

# Hotel Reservation Request Form

Fairmont Hotel Chicago Chicago, Ill. October 20–21, 2006

Application Deadline: September 22, 2006

Book your reservation as soon as possible! Negotiated hotel rates are subject to availability. Reservations are assigned on a first come, first serve basis.

<b>Mail</b> MBA/ITS 108 Wilmot Road, 4th Floor P.O. Box 825 Deerfield, Ill. 60015-0825	<b>Fax</b> (800) 521-6017 OR (847) 940-2386	<b>Call</b> (8:00 a.m.–5:00 p.m. CST) (800) 974-9833 (U.S. / Canada) OR (847) 282-2529 (Outside U.S. / Canada)
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## Registrant Information

Confirmation will be sent from ITS by fax or mail. Do not expect a confirmation from the hotel. Send confirmation to (please print or type):

Mr.  Ms.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_ Registration ID (Registration required to make hotel reservation) \_\_\_\_\_

Send Hotel Confirmation To (if different person then listed above) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Rooms are assigned on a first-come, first-served basis. Rates do not include tax, which is currently 15.4% (subject to change). Each paid registrant may reserve only one room. An attendee cannot reserve multiple rooms.

Hotel	Single	Double
Fairmont Hotel Chicago	\$245.00	\$245.00

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Smoking: \_\_\_\_\_ Non-smoking: \_\_\_\_\_

If sharing a room, please include the name(s) of other occupant(s):

1. \_\_\_\_\_ Special Requests: \_\_\_\_\_

2. \_\_\_\_\_ ADA Requests \_\_\_\_\_

\* Single (1 person); Double (2 people); Triple (3 people)

## Changes & Cancellations

A credit card is required to guarantee a reservation. All reservations, changes and cancellations must be made through ITS through September 22, 2006 by 5:00 p.m. CST, based on availability. After September 22, 2006, the hotel will charge one night's room and tax for a deposit. One night's room and tax will be forfeited entirely if the cancellation of your hotel room is not made 72 hours prior to your hotel arrival date. Penalties for early departure are enforced. DON'T BE A NO SHOW. Cancel your reservation if you cannot attend.

## Credit Card Information [REQUIRED TO GUARANTEE HOTEL RESERVATION]

Bill my:  American Express  MasterCard  VISA  Discover

Credit Card Number \_\_\_\_\_ Expiration Date\* \_\_\_\_\_

Name as it Appears on Card \_\_\_\_\_

Signature \_\_\_\_\_

\* Note: Credit card expiration date cannot be prior to October, 2006.

### For Internal Use Only

Note ITS Agents: All State & Local Workshop attendee hotel reservations must be fulfilled from the Barcode: STATE/LOCL at the Fairmont Hotel Chicago.