

# 2012 SIFE USA National Exposition

## INSTRUCTIONS

Housing for the 2012 SIFE USA National Exposition is now open. For best availability and immediate confirmation, make reservations via the Internet. If sharing a room, submit only one application per room, listing all occupants in each room. The primary occupant will receive the reservation acknowledgement.

## CHOOSE YOUR HOTEL

	<u>Single/Double</u>	<u>Triple</u>	<u>Quad</u>
Marriott (HQ)	<b>\$159</b>	<b>\$159</b>	<b>\$159</b>

All rates are per room night and does not include **15.225% tax** (subject to change) and **\$1.73** City Development Fee charged daily.

## RESERVE YOUR ROOM

### INTERNET

Visit the SIFE web site at [www.sifeusa.org/expo\\_travel\\_lodging](http://www.sifeusa.org/expo_travel_lodging), and then click on 'SIFE Team/Recruiter/Judge Reservation Link' on the home page to connect to the SIFE Housing web- site.

### FAX

Only fully completed forms will be accepted by fax at **(816) 691-3880**. Use one form per request. Make copies of this form as needed. **DO NOT fax forms to the SIFE office. This could result in no hotel reservation.**

### MAIL

**KCCVA/2012 SIFE Housing**  
P.O. Box 26310  
Kansas City, MO 64196-6310  
Fax: **(816) 691-3880** (one form per room)

## ACKNOWLEDGEMENTS

An acknowledgement notice from the SIFE Housing Office will be emailed (if an email address is provided on the form), faxed (if a fax number is provided) or mailed. This also will serve as your hotel confirmation. Please check for accuracy upon receipt.

## ROOM GUARANTEE

**All reservations must be guaranteed. Reservations may be guaranteed by a valid credit card account number. Credit card accounts will not be charged in advance of arrival unless the reservation is cancelled. Review the cancellation policy below for charges.**

## CHANGES/CANCELLATIONS

NEW reservations will be accepted through **Tuesday, May 1, 2012**. Name/Date modifications and cancellations to existing reservations will be accepted through Monday, **May 7, 2012**. Beginning **Tuesday, May 8, 2012**, contact the hotel directly for all reservation changes. Reservation cancellations received by the hotel after 6pm, day of arrival, will be charged a first night's room/tax, processed by the hotel.



## PRIMARY OCCUPANT INFORMATION

First/Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

*If providing international numbers please include country code and city access numbers.*

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

*If providing international numbers please include country code and city access numbers.*

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_

Zip/Posta Code \_\_\_\_\_

## HOTEL

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

Hotel **MARRIOTT (HQ) HOTEL**

### Room Type:

- Single (1 person, 1 bed)
- Double (2 people, 1 bed)
- Double/Double (2 people, 2 beds)
- Triple (3 people, 2 beds)
- Quad (4 people, 2 beds)

List all room occupants:

\_\_\_\_\_  
\_\_\_\_\_

Special Requests: \_\_\_\_\_

AMEX  VISA  MASTERCARD  DISCOVER

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

Name on Card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

*Signature is necessary to process reservation*