

# ASTD 2010 International Conference & Exposition

◆ MAY 16-19, 2010 ◆ CHICAGO, ILLINOIS

## GROUP BLOCK REQUEST FORM (10 or More Rooms)

**Deadline: March 26, 2010**

Group/Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

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

E-Mail \_\_\_\_\_

**HOTEL PREFERENCES:** Every effort will be made to place you at one of your preferred hotels. If your hotel preferences are not available, ASTD Housing will place you in a comparable hotel.

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

**BLOCK PATTERN:** Please provide a night-by-night breakdown of your requested room block. Use the actual arrival and departure dates for your block. (See the example for a block of 30 rooms.)

BOLD- Official Show Dates	Fri May 14	Sat May 15	Sun May 16	Mon May 17	Tue May 18	Wed May 19	Thu May 20	Fri May 21
<b>Example</b>	2	5	5	30	30	20	5	0
<b>Single</b> 1 person/1 bed								
<b>Double</b> 2 people/1 bed								
<b>Double/Double</b> 2 people/2 beds								
<b>Triple</b> 3 people/2 beds								
<b>Quad</b> 4 people/2 beds								
<b>TOTALS:</b>								

**Special Requests:** ADA Room \_\_\_\_\_ Smoking/Non-Smoking \_\_\_\_\_ King Bed  Suite Needed

Will you use suite for hospitality?  NO  YES If yes, how many people \_\_\_\_\_

**Credit Card information to Guarantee reservation:**

Major credit cards (MasterCard, Visa, American Express, Discover and Diners Club) are accepted. **NOTE:** Expiration date must be valid through June 2010. **Please Note:** After March 19<sup>th</sup>, the credit card on file will be charged one night's room and tax per room prior to group's arrival. **This deposit is non-refundable after April 2, 2010.** Wire transfers are accepted but a \$30 processing fee must be included in the wire transfer total. *Purchase Orders are not accepted.*

*No housing request will be confirmed without deposit and signed group information form.*

TYPE OF CREDIT CARD (check one):  AMEX  MC  VISA  DINER'S  DISCOVER

CREDIT CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Send completed form by March 26, 2010**  
**ASTD Housing/Support Services, 6400 International Pkwy, Suite 2500, Plano, TX 75093**  
**Phone: 1-800-931-6032/ 1-972-349-5562 or Fax: 972-349-7715**  
**E-mail: [astd@wyndhamjade.com](mailto:astd@wyndhamjade.com)**

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### 2010 Group Housing Request Form

Page 2 of 2

#### Official Chicago, Illinois Hotels

The Allerton Hotel Chicago on Magnificent Mile  
Sgl/DbI: \$190.00

Hyatt Regency Chicago  
Sgl/DbI: \$219.00

Marriott Downtown Chicago  
Sgl/DbI: \$215.00

Hyatt Regency McCormick Place  
Sgl/DbI: \$239.00

Doubletree Chicago Magnificent Mile  
Sgl/DbI: \$175.00

Sheraton Chicago Hotel & Towers  
Sgl/DbI: \$205.00

Embassy Suites Chicago Lakefront  
Sgl/DbI: \$229.00

Wyndham Chicago  
Sgl/DbI: \$209.00 / \$219.00

Four Points Sheraton Chicago Downtown  
Sgl/DbI: \$190.00

#### **Credit Card information to Guarantee reservation:**

Major credit cards (MasterCard, Visa, American Express, Discover and Diners Club) are accepted. **NOTE:** Expiration date must be valid through June 2010. **Please Note:** After March 19<sup>th</sup>, the credit card on file will be charged one night's room and tax per room prior to group's arrival. **This deposit is non-refundable after April 2, 2010.** Wire transfers are accepted but a \$30 processing fee must be included in the wire transfer total. *Purchase Orders are not accepted.*

**General Information** - All reservations for a block of 10 or more rooms must be made using the Group Housing Form and must include a deposit for each sleeping room. After April 2, 2010, this deposit is non-refundable.

**Please note:** Requested room blocks should closely reflect the amount of rooms your company will actually use.

- Confirmation of hotel and block will be sent to the group contact 7-10 business days after the receipt of completed block request with signed credit card guarantee.
- All reservation changes and/or cancellations must be made in writing through ASTD Housing. DO NOT contact the hotel directly until after May 6, 2010.
- Your rooming list must be furnished via fax or entered online using your secure login and password, no later than **March 19, 2010**. After this date, any rooms that are not assigned from your block will be released without further notice. Additional requests for rooms will be subject to availability.

Please contact the ASTD/Wyndham Jade Housing Bureau if you do not receive your confirmed block within 7 business days.

#### **Cancellations and Changes in Reservations:**

- **Before May 4, 2010:** Contact the ASTD/Wyndham Jade Housing Bureau for changes, cancels and new reservations.
- **Starting May 6, 2010, contact your assigned hotel directly.**

Send completed form by **March 26, 2010**

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