

**INDY WELCOMES THE
CIRCLE CITY CLASSIC**

HOTEL RESERVATION FORM

HOUSING DEADLINE – September 2, 2010

Housing Dates October 1&2, 2010; All Hotels Require Two-Night Stay; **No Cancellation**, Full Payment In Advance

GENERAL INFORMATION

HOW TO MAKE RESERVATIONS

Prior to the deadline, all reservation requests must be made through the Housing Bureau—not with individual hotels. Choose one of the following methods to make a room reservation request:

INTERNET: Book your reservation on-line at www.indy.org/conventions (Quickest Method)
PHONE: Book your reservation by calling 317-684-2573.
FAX: Send completed forms to (317) 684-2492
MAIL: Send completed form to ICVA Housing Bureau, POB 7248, Indianapolis, IN 46207-7248

Payments for room reservations can be made with credit card, check, or money order. A valid, credit card number must be provided to reserve rooms. If paying by check or money order, please make either payable to “Circle City Classic Housing Bureau”. Total payment, both room nights (plus tax) must be received by the housing bureau by September 2, 2010, or the reservation will be subject to cancellation. **ALL RESERVATIONS MADE ARE NON-REFUNDABLE.**

Deposit/Cancellation Policy:

Please review carefully. A two-night minimum (plus tax) advance deposit is required for each room requested, by check, money order or valid credit card. If a credit card is found invalid at anytime after the reservation is made, the reservation will be immediately cancelled. A \$25 cancellation fee will be charged for reservations cancelled on or after July 30, 2010. Checks will be deposited and credit cards will be charged a two night minimum charge and processed on September 2, 2010. THERE WILL BE NO REFUNDS GIVEN ON OR AFTER SEPTEMBER 2, 2010.

Acknowledgements will be sent after each reservation booking, modification and/or cancellation. Review acknowledgements carefully for accuracy. If you do not receive an acknowledgement within 14 days after any transaction, please call the housing bureau at (317) 684-2573.

You may modify your reservations until September 23, 2010 by calling the Housing Bureau at (317) 684-2573.

HOTEL INFORMATION

Requests will be processed on a first-come, first-serve basis. Please number your selections in order of preference (1-12). Failure to do so will result in a delay of reservation processing. **If your choices are unavailable, you will be placed in the next available hotel property that meets your requirements.** If sharing a room, please complete one housing form per shared room. If requesting more than two rooms, please provide a rooming list by Friday, August 13, 2010. Please allow two weeks for processing. This housing form may be duplicated.

<u>Hotel Selections</u>	<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
___ Crowne Plaza (Airport)	\$80	\$80	\$80	\$80
___ Crowne Plaza (Downtown)	\$159	\$159	\$159	\$159
___ Embassy Suites (Downtown)	\$179	\$179	\$179	\$179
___ Hampton Inn (Downtown)	\$154	\$154	\$154	\$154
___ Hilton Garden Inn	\$150	\$150	\$150	\$150
___ Hilton Indianapolis (Downtown)	\$173	\$173	\$173	\$173
___ Hyatt Regency (Downtown)	\$159	\$159	\$159	\$159
___ Marriott (Downtown)	\$169	\$169	\$169	\$169
___ Omni Severin Hotel (Downtown)	\$149	\$149	\$149	\$149
___ Radisson (Airport)	\$75	\$75	\$75	\$75
___ Westin Hotel (Downtown)	\$149	\$149	\$149	\$149
___ Wyndham Indianapolis West (Airport)	\$80	\$80	\$80	\$80

DELEGATE INFORMATION

PLEASE PRINT OR TYPE CLEARLY

Name on Reservation: _____

Guest(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Arrival Date: _____ Departure Date: _____ Number of Rooms: _____ Number of Nights: _____

Room Type: 1 Bed/ 1 Person _____ 1 Bed/ 2 People _____ 2 Beds/ 2 People _____ 2 Beds/3 People _____
 2 Beds/4 People _____ Sgl/Db1 Ste _____ Trpl/Q Ste _____ Rollaway _____

Special Requests: Smoking _____ Non-Smoking _____ Handicapped _____ Other _____
(Special requests are not guaranteed.)

PAYMENT INFORMATION

The Housing Bureau will not accept a reservation without a credit card guarantee, check, or money order.

Method of Payment: Check/Money Order _____ Credit Card: Visa _____ MC _____ AMEX _____ Diners _____

Credit Card Number: _____ Expiration Date: _____

Name of Cardholder: _____ Signature: _____

By signing I authorize my credit card to be charged in compliance with the above referenced cancellation policies should I cancel my reservation.

If paying by check or money order, full payment, (including tax) will be due by September 2, 2010.

Check
Number: _____ Amount: _____

Make checks payable to **Circle City Classic Housing Bureau * POB 7248 * Indianapolis, IN 46207-7248.**