

HOUSING BLOCK REQUEST FORM



CALIFORNIA LIBRARY ASSOCIATION
 OCTOBER 30 - NOVEMBER 1, 2009
 PASADENA CONVENTION CENTER
 PASADENA, CALIFORNIA

RESERVATION DEADLINE: SEPTEMBER 18, 2009

This form is a **REQUEST (NOT A RESERVATION)** to hold a block of rooms. Requests will be processed on a first-come, first-served basis so be sure to submit this form early to secure one of your top hotel preferences! Room Block will be held until September 18, 2009. At this time all rooms not confirmed will be released.

HOTEL REQUESTS

Please select 4 hotels in order of preference below. Refer to the attached list of hotels. We try to accommodate all requests as close to your choices as possible and reserve the right to make assignments if first choice hotels are not available.

For hotel room blocks, do you prefer assignment by:

- Rate
- Location (based on availability)

Rates may differ based on room type and availability at time of booking. Ambassadors reserves the right to assign hotels based on availability.

ROOM INFORMATION

Lowest available rates are listed. Rates may differ based on room type and availability at time of booking.

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Fill in the requested number of hotel rooms: _____

DAY DATE	TUE 28-OCT	WED 29-OCT	THU 30-OCT	FRI 31-OCT	SAT 1-NOV
ONE BEDDED ROOMS					
TWO BEDDED ROOMS					
TOTAL ROOMS					

SPECIAL REQUESTS

- I am in need of an ADA accessible room. I may need special assistance from hotel in event of an emergency.
- Other, please list: _____
- _____

MUST BE FILLED OUT

Send Confirmation to: (Please print clearly)

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

(International phone numbers: Please remember to include your country code)

Fax: _____

Email: _____

DEPOSIT INFORMATION

DEPOSIT: Reservations will not be processed without a guarantee of **(1)** night's room and tax deposit by credit card or check **(add 15% room tax)**. Deposit is **NON-REFUNDABLE** if rooms are canceled within **(7)** days prior to arrival.

Number: _____

Type: _____ Exp: _____

Name: _____

Signature: _____

FIVE WAYS TO BOOK

ONLINE: www.cla-net.org

PHONE: 1-800-243-1197 (US)
 +1-404-584-7458 (International)

FAX: 1-888-267-0943 (US)
 +1-949-219-2316 (International)

EMAIL: calibraries@ambassadors.com

MAIL: California Library Association
 c/o Ambassadors
 240 Peachtree St. Suite 22-S-10
 Atlanta, GA 30303