

OFFICIAL HOUSING REQUEST FORM



MJSA EXPO NEW YORK 2008
APRIL 13-15, 2008
JACOB K. JAVITS CONVENTION CENTER
NEW YORK, NEW YORK
RESERVATION DEADLINE: MARCH 12, 2008

1 HOTEL

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Provide three hotel choices in order of preference from the attached hotel list.

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Hotel Selection Importance: [ ]Rate [ ]Location
Ambassadors reserves the right to assign hotels based on availability.

2 ROOM INFORMATION

Please supply names of all persons to occupy room and type of room. Note, four individuals is the maximum per room. Only one room per form, please make copies if necessary. Room occupants:

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

- [ ]Single [ ]Dbl (2ppl/1 bed) [ ]Dbl/Dbl (2 ppl/2beds)
[ ]Smoking [ ]Non-smoking

Note: Room type & special requests based on availability at check in.

3 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 13.75% room tax plus a \$3.50 per night, per room city fee; for Doubletree, add \$5.50 per room night). Deposit is NON-REFUNDABLE if rooms are canceled within the cancellation policy.

[ ] Guarantee with credit card:
Number: \_\_\_\_\_
Type: \_\_\_\_\_ Exp: \_\_\_\_\_
Name: \_\_\_\_\_
Signature: \_\_\_\_\_

[ ] Guarantee with check. Checks are accepted to reserve rooms but must accompany this form.
Make checks payable to: Ambassadors

MUST BE FILLED OUT

Send Confirmation to: (Please print clearly)

Name: \_\_\_\_\_
Company: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_
Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

- [ ] ATTENDEE [ ] EXHIBITOR

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: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

FIVE WAYS TO BOOK

Hotel Reservations

- ONLINE: www.mjsa.org
PHONE: 1-800-243-1196 (US)
404-584-7458 (International)
EMAIL: mjsa@ambassadors.com
FAX: 404-584-0685
MAIL: MJSA New York 2008
c/o Ambassadors
240 Peachtree St. Suite 22-S-10
Atlanta, GA 30303