



APWA Hotel Reservation Form

2007 APWA International Public Works Congress & Exposition
Henry B. Gonzales Convention Center | San Antonio, TX | September 9-12, 2007

RESERVE YOUR HOTEL ROOM EARLY!

Housing for American Public Works Association will open **MARCH 12**.

For best availability and immediate confirmation, make your reservation via Internet. Requests received via fax/mail may take longer to process. All hotel requests are processed on an availability basis.

INTERNET RESERVATIONS

Visit the following web site www.apwa.net/congress/

FAXED/MAILED RESERVATIONS

Faxed reservations should be faxed to APWA Housing Bureau at 210-207-6702.

Mailed reservations should be mailed to APWA Housing: 203 S. St. Mary's, 2nd Floor, San Antonio, Texas 78205.

ACKNOWLEDGEMENTS

APWA Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. E-mail acknowledgements will be sent within 72 hours of reservation being processed. Fax and mailed acknowledgements will be sent within 10-14 days. If you do not receive your acknowledgement in this time frame, please contact the APWA Housing Bureau by fax at 210-207-6702, or email: sahousing@sanantoniovisit.com. **You will not receive a confirmation from the hotel.**

MAKING RESERVATIONS/TAXES

To take advantage of the special APWA rates, please book your reservation by Friday, August 10, 2007. Reservations can continue to be made through the APWA Housing Bureau through Wednesday, August 29 on a hotel and rate availability basis. Beginning August 30 all reservations must be made directly with the hotels.

All rates are per room and are subject to 16.75% occupancy tax, (subject to change).

Special requests can not be guaranteed; however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

GUARANTEE

All reservations require a valid credit card or check guarantee at the time of confirming reservations. Requests received without a valid guarantee will be returned and will not be processed. Credit cards must be valid through September 2007 and may be charged anytime on or after August 29 at the discretion of the hotel holding your reservation.

DEPOSITS

If you choose to mail in a check deposit, it should be made payable to APWA Housing Bureau and mailed along with your housing request form to the address provided. All check deposits must be in the amount of \$200.

SUITES

Suites must be requested in writing to APWA Housing Bureau via email at sahousing@sanantoniovisit.com, or by fax at 210-207-6702.

CANCELLATIONS

APWA Housing Bureau must receive all cancellations on or prior to August 10 to avoid a penalty. Any cancellations received after August 10, will be assessed a \$25 cancellation fee. Cancellations made within 72 hours of arrival date will be charged the first night's room and tax by the hotel.

CHANGES

Continue to use APWA Housing Bureau for new reservations, changes, & cancellations through August 29, 2007. Note: After August 10, 2007 requests for new reservations will be on a hotel and rate availability basis. Please direct all questions regarding your hotel reservation to APWA Housing Bureau via email at sahousing@sanantoniovisit.com, or contact APWA meetings department at 816-472-6100 through August 29, 2007.

Beginning August 30, 2007, new reservations, changes & cancellations must be directed to your confirmed hotel. Cancellations made within 72 hours of arrival date will be charged the first night's room and tax by your confirmed hotel.

Please note: Your confirmed hotel may assess an early departure fee for departure date changes at check-in.

APWA CONGRESS HOTELS

Stay at one of the official Congress hotels and save on lodging and transportation to and from Congress Activities. APWA has negotiated great rates for all attendees at the hotels listed below. Complimentary shuttle service will operate from all the official Congress hotels. Use the map of the downtown area for hotel locations.

- | | |
|---|---------------------------|
| 1. Marriott Rivercenter
101 Bowie St. | \$179 single/double |
| 2. Marriott Riverwalk
711 E. Riverwalk | \$179 single/double |
| 3. Hampton Inn Downtown
414 Bowie St. | \$129 single/double |
| 4. Hilton Palacio del Rio
200 S. Alamo | \$169 single/\$189 double |
| 5. Hyatt Regency Riverwalk
123 Losoya St. | \$165 single/double |
| 6. La Quinta Inn & Suites
303 Blum | \$139 single/double |
| 7. The Historic Menger Hotel
204 Alamo Plaza | \$125 single/double |

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CANCELLATIONS

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RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE. Telephone requests are not accepted. Keep a copy of form for your records. DO NOT MAIL AFTER FAXING. Acknowledgements are emailed, mailed or faxed only to the email provided or name listed in field #8. Photocopy this form if you need more than one room.

1. SELECT SIX HOTELS: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity, and availability. **Use code only, not numbers.**

Marriott Rivercenter	MRC	1st	<input type="text"/>	2nd	<input type="text"/>	3rd	<input type="text"/>
Marriott Riverwalk	SAM	Choice	<input type="text"/>	Choice	<input type="text"/>	Choice	<input type="text"/>
Hampton Inn Downtown	HAM						
Hilton Palacio del Rio	HPR	4th	<input type="text"/>	5th	<input type="text"/>	6th	<input type="text"/>
Hyatt Regency Riverwalk	HYR	Choice	<input type="text"/>	Choice	<input type="text"/>	Choice	<input type="text"/>
La Quinta Inn & Suites	LQC						
The Historic Menger Hotel	MEN						

If hotel Choices are sold out, which is more important? Room Rate Location

2. INDICATE ARRIVAL DATE/TIME:

DATE: _____ TIME: _____ a.m./p.m.

3. INDICATE DEPARTURE DATE/TIME:

DATE: _____ TIME: _____ a.m./p.m.

(Make air reservations before filling out arrival/departure dates on this form. Requests for more than 2 days pre/post-convention may not be available through the housing department. Acknowledgment will advise you to call the hotel direct for additional nights (not always available at convention rates)

4. NUMBER OF BEDS REQUESTED:

ONE BED TWO BEDS
Suites must be requested in writing to APWA Housing Bureau via email at sahousing@sanantoniovisit.com, or fax 210-207-6702.

5. TOTAL NUMBER OF PEOPLE IN ROOM: _____

The housing department will request room type, hotel will confirm if available.

6. ROOM GUARANTEE:

All rooms must be guaranteed. Some hotels require a non-refundable 1st night room and tax deposit. If this applies, the credit card provided below will be charged for that amount.

<input type="checkbox"/> Visa	<input type="checkbox"/> MC	Credit Card Number	Exp. Date	Name on Credit Card
<input type="checkbox"/> AmEx	<input type="checkbox"/> Disc	Signature		

7. LIST ALL OCCUPANTS (list first names first):

1. _____ 2. _____
3. _____ 4. _____

8. SEND ACKNOWLEDGMENT TO:

<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
FIRST NAME	MI	LAST NAME
<input type="text"/>		
AFFILIATION/COMPANY		
<input type="text"/>		
STREET ADDRESS OR P.O. BOX NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>
CITY	STATE	COUNTRY
<input type="text"/>	<input type="text"/>	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
DAYTIME PHONE NUMBER	EXT.	
<input type="text"/>	<input type="text"/>	<input type="text"/>
FAX NUMBER (If International, indicate Country/City Code)		
<input type="text"/>		
E-MAIL ADDRESS		

9. SPECIAL REQUESTS:

SMOKING NON-SMOKING Check here for disability
List special or other needs: _____

Continue to use APWA Housing Bureau for changes/cancellations through August 29, 2007. Beginning August 30, 2007, all requests for changes/cancellations must be directed to your confirmed hotel.

QUESTIONS: Call APWA Meetings Department at 816-472-6100.