

2010 US Lacrosse National Convention
Baltimore, Maryland
January 14-17, 2010
HOTEL RESERVATION FORM

INSTRUCTIONS

To reserve a room for Lacrosse choose ONE of the following methods:

By Internet: Visit the US Lacrosse web site at www.uslacrosse.org

or

By Telephone: Call the Lacrosse Housing Bureau Monday-Friday, 8:30 am – 5:30 pm ET

800-282-6632 (toll free)
410-837-4626 (international)

or

By Fax: Fax a completed Housing Form to **410-659-8398**

or

By Mail: Mail your housing form with check deposit only to BACVA/Lacrosse Housing Bureau

100 Light Street, 12th Floor
 Baltimore, MD 21202

CONFIRMATIONS

The Lacrosse Housing Bureau will send you a confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after sending request, please contact the Lacrosse Housing Bureau at 800-282-6632.

ROOM RATES/TAXES

In order to take advantage of the special Lacrosse convention rates, be sure to book your reservation by December 17, 2009. After December 17, the official Lacrosse blocks will be released and the hotels may charge higher rates. All rates are per room night and are subject to a 13.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one guest. When making reservations, please provide room and bedding preferences in the "Special Needs" section of the Housing Form. The hotels will assign specific room types upon check in, based upon availability.

DEPOSITS

All hotels require a credit card guarantee or check deposit of one night plus tax with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "BACVA/Lacrosse Housing Bureau."

CHANGES/CANCELS/REFUNDS

Cancellations made after December 17, 2009 will be subject to a \$50.00 cancellation fee. Changes and cancellations should be made through the Lacrosse Housing Bureau through January 7, 2010. **Any cancellations made after that time will be subject to forfeiture of the entire room deposit.**

Beginning on January 8, please call your hotel directly for changes and cancellations.

Hotel Information:

Arrival Day/Date _____ Departure Day/Date _____

Hotel Selection: (List three choices in order of preference).

First _____ Second _____ Third _____

Reservations will be processed on a first come, first serve basis. If all three requested hotels are unavailable, this reservation should be processed according to:

_____ a comparable room rate _____ close proximity to conference site

Room Type:

Adults to occupy room _____ # beds requested in room _____

List all room occupants (if children, list names and ages):

_____ Non-smoking room requested _____ Special Needs: _____

Primary Guest's Contact Information:

Last Name _____ First Name _____ MI _____

E-mail Address _____

Daytime Phone _____ Fax _____

(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)

Company/Institution (if applicable) _____

Address _____

City/State/Province _____

Zip/Postal Code, Country _____

Send the confirmation via email, fax, or mail.

Deposit Information:

All hotels require a credit card guarantee or check deposit of one night plus tax with each reservation request. Housing Forms received without a deposit or credit card guarantee will be returned.

Credit Card

Type of card: _____ American Express _____ Mastercard _____ Visa _____ Other

Account Number _____ Expiration Date _____

Name of Card Holder _____

Check enclosed made payable to BACVA/Lacrosse Housing Bureau. Separate checks are required for each hotel being used.

Mail to: BACVA/Lacrosse Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202.

DO NOT SEND THIS FORM TO THE US LACROSSE. SEND TO THE BACVA/LACROSSE HOUSING BUREAU. PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.

FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED AND WILL NOT BE PROCESSED.