

# OFFICIAL HOUSING REQUEST FORM



## PDN PHOTOPLUS INTERNATIONAL CONFERENCE + EXPO OCTOBER 23-25, 2008

Jacob C. Javits Convention Center • New York City

RESERVATION DEADLINE: SEPTEMBER 19, 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. Rates are subject to 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 guarantee of (1) night's room and tax deposit by credit card or check (13.375% plus a \$3.50 per room, per night city fee). Deposit is NON-REFUNDABLE if rooms are cancelled within (7) days prior to arrival.

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: \_\_\_\_\_

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

### FOUR WAYS TO BOOK

**PDN PhotoPlus International Conference + Expo  
Hotel Reservations:**

**PHONE:** 866-772-4411 (US)

404-584-7458 (International)

**EMAIL:** photoplus@ambassadors.com

**FAX:** 404-584-0685

**MAIL:** PDN PhotoPlus Conference + Expo

c/o Ambassadors

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