

2012 TRI-STATE ASBO CONFERENCE – MAY 16-18, 2012

HOLIDAY INN BY THE BAY

88 SPRING STREET, PORTLAND, MAINE 04101 – (207) 775-2311

YOU MAY FAX YOUR FORM TO (207) 772-4017

Hotel Room & Meals Reservation Form – Deadline: April 14, 2012

Name: _____ Share with: _____

Street Address: _____

City/State/Zip: _____

Arrival Date: _____ Departure Date: _____

Check In Time: 4:00PM; Check Out Time: 12:00PM

Please check your choice of room/meal package, or order meals individually below.

All prices include taxes and service charge.

ONLY THE FOLLOWING PACKAGES ARE AVAILABLE; NO VARIATIONS, NO SUBSTITUTIONS, NO REFUND ON ANY UNUSED PORTION OF PACKAGES:

PACKAGE #1 _____ Lodging Tuesday, Wednesday & Thursday; Breakfast & Lunch Wednesday; breakfast, lunch, dinner Thursday; breakfast Friday

Single \$592.00 _____; Double \$373.00 per person _____

PACKAGE #2 _____ Lodging Wednesday & Thursday; Breakfast Thursday & Friday, Lunches, Wednesday & Thursday; Dinner Thursday

Single \$427.00 _____; Double \$280.00 per person _____

PACKAGE #3 _____ Lodging Thursday; Lunch & Dinner Thursday; Breakfast Friday

Single \$239.00 _____; Double \$164.00 per person _____

The hotel will not assign roommates.

All room package reservations require a deposit of 100% of the entire package

DEPOSIT POLICY: We require a full deposit on all reservations within 7 days of making your reservation. The reservation will be cancelled if the deposit is not received within the 7 day period. A full pre-payment of each package and this completed reservation form is required on all reservations.

CANCELLATION POLICY: Deposits (less \$35.00 processing fee) are refundable only if we are notified in writing 14 days prior to scheduled arrival. If reservations are made within 14 days of arrival, deposit is always non-refundable in cases of cancellation. There are no refunds for late arrivals, early departures, or unused portions of package.

DEPOSIT PAYMENT: Business or Personal Check Preferred, All major credit cards accepted. Your credit card will be processed upon receipt of this form. Purchase orders will not be accepted

COMMUTERS: Commuter meals must be reserved and paid for in advance. No refunds on commuter meal payments received after May 2, 2012.

<u>COMMUTER MEALS</u>	<u>NUMBER</u>	<u>PRICE</u>	<u>TOTAL</u>
Wednesday Breakfast	_____	\$20.00	_____
Wednesday Lunch	_____	\$24.00	_____
Thursday Breakfast	_____	\$17.00	_____
Thursday Lunch	_____	\$24.00	_____
Thursday Dinner	_____	\$45.00	_____
Friday Breakfast	_____	\$20.00	_____

CREDIT CARD: Type: _____ Number: _____ Expiration Date: _____

NAME ON CARD _____

TOTAL AMOUNT _____ SIGNATURE _____