

EXHIBITOR Housing Reservation

DEADLINE
16 September 2009

Reservations can be made in one of the following ways:

INTERNET

<http://meeting.seg.org/housing>

FAX

+1-330-963-0319

MAIL

SEG 2009 Hotel Reservations
2451 Enterprise Parkway East
Twinsburg, OH 44087

► QUESTIONS

+1-330-425-9330

No reservations will be accepted by phone

Hours: 8:30 a.m. – 5 p.m. EST

Monday — Friday

segexhibitor2009@experient-inc.com

► DEADLINE

Reservations must be made by 16 September 2009 in order to guarantee convention rates.

► CONFIRMATIONS

The SEG Housing Service will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmations will be sent if an e-mail address is provided (preferred), or they can be faxed or mailed. If you do not receive a confirmation or have questions, please call the SEG Housing Service.

You will not receive a confirmation from the hotel.

► SPECIAL REQUESTS

Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

► ROOM DEPOSIT REQUIRED TO SECURE RESERVATION

Reservations will not be accepted without a room deposit. Room deposits will be accepted in the form of a check sent directly to your assigned hotel AFTER 25 September 2009, or a credit card. Please include your acknowledgement that you receive from the housing bureau. If your check is not sent or does not reach the hotel before your arrival date, please have an alternate form of payment available.

► CANCELLATION POLICY

After 25 September 2009 please contact your hotel directly, prior to 72 hours of your arrival, to avoid additional hotel cancellation penalties. NOTE: If you do not arrive on your scheduled arrival date, the hotel will consider you a No Show. This may result in a charge of one night's room & tax and the loss of your room for the entire stay.

SEG 2009 International Exposition and 79th Annual Meeting – Houston, Texas

25-30 October 2009 • George R. Brown Convention Center

Use one form per hotel room.

Make copies for additional rooms.



Please note: Hotel reservation forms are date/time recorded upon receipt and will be assigned on a first-come, first-served basis. You will be notified in writing of the final hotel assignment, which is determined by your hotel choices provided and availability of rooms.

► Please print or type:

Company Name _____

Contact Name _____

Address _____

City _____ State _____ Postal Code _____

Country _____

Phone _____ Fax _____

Email _____

Please list hotel choices in order of preference with room type if other than standard.

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

► **Block—Night by Night:** Please fill in the number of rooms needed each night in the requested room type line for each date.

BED TYPES: •Single = 1 person/1 bed •Double = 2 persons/1 bed •Double Double = 2 persons/2 beds

•Triple = 3 people/2 beds •Quad = 4 people/2 beds

Please indicate ADA/Special Needs _____

DATE	Wed 21 Oct	Thur 22 Oct	Fri 23 Oct	Sat 24 Oct	Sun 25 Oct	Mon 26 Oct	Tues 27 Oct	Wed 28 Oct	Thur 29 Oct	Fri 30 Oct	Sat 31 Oct
1 Bedded											
2 Bedded											
Totals											
Schedule	Official Exhibitors Set-Up Starts	Official Exhibitors Set-Up	Official Exhibitors Set-Up	Official Exhibitors Set-Up	Official Show Days	Official Show Days	Official Show Days	Official Show Days	Tear Down	Departure	

This request form is not for individual room reservations but for groups requesting a block of rooms.

Hotel block requests will not be processed without a valid credit card to guarantee hotel deposits.

Credit Card Type: ☐ Visa ☐ Discover ☐ Diner's Club ☐ MasterCard ☐ American Express

Credit Card Number _____ Exp. Date _____

Cardholder's Name (as it appears on card) _____

Cardholder's Signature* _____

*I hereby authorize the SEG Housing Service or any one of the participating hotels to process a charge to my credit card for each room deposit in accordance with the policies and information provided herein.

**► Please DO NOT SEND this form to the SEG Business Office.
It will only delay your reservation.**

If you need to cancel your conference registration, please contact SEG directly: +1-918-497-5500