

Guest Information

Arrival Date _____ Departure Date _____
 First Name _____ M.I. _____ Last Name _____
 E-mail Address _____
 Daytime Phone No. _____ Fax No. _____
(If providing international numbers, please include country and city access numbers.)
 Agency/Company _____
 Address _____
 City/State/Province _____
 ZIP/Postal Code/Country _____
(Note: Only one acknowledgment will be sent.)

Occupancy	Peppermill NW Room (formerly Montego Bay)	Peppermill Tower Room	Tuscany Tower Suite
Single	\$85	_____ \$105	_____ \$135
Double	\$85	_____ \$105	_____ \$135
Triple	\$95	_____ \$115	_____ \$145
Quad	\$105	_____ \$125	_____ \$155

Rates quoted above are subject to 13% tax (subject to change).

Room Type Preference*

<input type="checkbox"/> Single—1 Guest	<input type="checkbox"/> Triple—2 Beds/3 Guests
<input type="checkbox"/> Double—1 Bed/2 Guests	<input type="checkbox"/> Quad—2 beds/4 Guests
<input type="checkbox"/> Double/Double—2 Beds/2 Guests	<input type="checkbox"/> Wheelchair Accessible

I would like the Federal per diem rate if available and will furnish proper government ID at check-in. **(Note: Per diem rooms available in Peppermill Tower only.)**

Special Requests*

<input type="checkbox"/> All rooms are non-smoking.	<input type="checkbox"/> Other: Please list special needs
<input type="checkbox"/>	

*Please note that room type preferences and special requests cannot be guaranteed.

List names of all occupants.

Guarantee Information

All reservation requests must include a guarantee of one room night. Requests received without proper guarantee information will NOT be processed. Credit card must be valid at least through April 30, 2012).

- American Express Discover MasterCard VISA

Card #: _____ Exp. Date: _____
 Name on Card: _____
 Cardholder's Signature: _____
Cardholders signature is necessary to process reservation.
 Billing ZIP Code: _____

Housing is open!

Instructions
 Housing reservations can be submitted via ONE of the following methods.

Internet: www.aja.org

Telephone: 866-821-9996

Fax: 775-689-7041

- Photocopy this form if more than one room is required.
- Rooms assigned on a first-come, first-served basis.
- Allow up to two weeks for an acknowledgment.
- **After March 22, 2012, rooms and rates are based on availability.**

Reservation Guarantee

The Peppermill requires a one-night room deposit with each reservation. Requests received without a guarantee will not be processed. Credit card deposits may be charged at the discretion of the hotel holding your reservation on or after March 22, 2012. Credit cards must be valid through April 30, 2012, in order to be considered a proper deposit.

Changes/Cancellations

If the reservation is cancelled within **72 hours of arrival**, you will be charged for a one-night's stay, plus tax.

Early Departure Fee

After arrival, a \$50 fee will be charged if departure is earlier than originally indicated.

Block of Five or More Rooms

Cancellation of any room that is part of a group of 5 or more rooms must be made by January 20, 2012. Deposit may be forfeited for each room night cancelled after January 20, 2012.

Prepay Full Amount

To pay the full amount by check, please e-mail Megan Costanza at mcostanza@peppermillreno.com.

Agency/Company Credit Card

If paying with a different credit card name than the room is under, the guest will need a photocopy of the card and a credit card authorization form. To get the form, please e-mail Megan Costanza at mcostanza@peppermillreno.com.

Check-in/check-out times

Check-in time is 3 p.m.; check-out time is 11 a.m.

Conference Venue

Reno-Sparks Convention Center
 4590 South Virginia Street
 Reno, NV 89502

www.renosparksonventioncenter.com