

# Kentucky Teaching & Learning Conference March 2-7, 2009



## HOTEL RESERVATION FORM

INSTRUCTIONS	HOTEL INFORMATION	DEPOSIT INFORMATION
<p>Reservations can be made until <b>2/17/2009</b> by choosing one of the following methods:</p> <p><b><u>INTERNET</u></b> Book your reservation on-line using the interactive site at: <a href="https://resweb.passkey.com/go/KTLC2008">https://resweb.passkey.com/go/KTLC2008</a></p> <p><b><u>TELEPHONE</u></b> Call the GLCVB Housing Bureau 9:00 am to 5:00 pm EST, Monday - Friday at: <b>1-800-743-3100 (toll free)</b> <b>502-561-3100 (international)</b></p> <p><b><u>FAX</u></b> Send a completed form, one copy per room to: <b>502-561-3121</b></p> <p><b><u>MAIL</u></b> Send a completed form, one copy per room to: <b>Greater Louisville CVB</b> <b>Attn: Housing</b> <b>One Riverfront Plaza</b> <b>401 West Main Street, Suite 2300</b> <b>Louisville, KY 40202</b></p> <p><b>ACKNOWLEDGMENTS</b> Acknowledgments will be sent after each reservation booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive an acknowledgment via e-mail, fax, or mail within 14 days after <i>any</i> transaction, please contact the Housing Bureau at 1-800-743-3100.</p> <p><b>ROOM RATES/TAXES</b> To take advantage of the special <b>KTLC</b> Convention rates, be sure to book your reservation by <b>2/17/09</b>. After this date, the official <b>KTLC</b> blocks will be released and the hotels may charge significantly higher rates. All rates are per room, per night and are subject to a 15.01% tax (subject to change). Hotels may charge additional fees for rooms with more than two occupants. When making a reservation, please provide room and bedding preferences in the <b>Special Needs</b> section of the Housing Form. The hotels will assign specific room types upon check-in, based upon availability. <i>Please be advised that requests are not guaranteed.</i></p> <p><b>DEPOSITS</b> Please complete the credit card information entirely. Requests received without information will be returned and will not be processed. The hotel holding your reservation may charge credit card deposits on or after <b>2/3/09</b>. <i>Credit Cards must be valid through 03/09 in order to be considered a proper deposit.</i></p> <p><b>MODIFICATIONS/CANCELLATIONS</b> Continue to make, modify and/or cancel reservations until <b>2/17/09</b> via the internet, telephone, fax or mail. Any reservation cancelled on or after <b>2/3/09</b> may be charged \$25. Any reservation cancelled on or after <b>2/18/09</b> is subject to a first night room rate and tax charge.</p>	<p>Arrival Date: _____</p> <p>Departure Date: _____</p> <p><b>Hotel Selection/Rates:</b> <i>Please number in order of preference</i></p> <p>___ Courtyard by Marriott - \$124</p> <p>___ Galt House Rivue Tower -\$137-\$167</p> <p>___ Galt House Suite Tower -\$157- \$187</p> <p>___ Louisville Marriott DT- \$133 - \$153</p> <p>___ Holiday Inn Downtown - \$95-\$119</p> <p>___ Hyatt Regency Hotel - \$133-\$153</p> <p>___ Seelbach Hilton - \$139</p> <p><b>List all occupants in room.</b> (Include Yourself)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p><b>Special Requests:</b> (<i>i.e. smoking, nonsmoking, etc.</i>) (<i>Special requests are not guaranteed</i>) _____</p> <p>_____</p> <p>_____</p>	<p>A CREDIT CARD NUMBER MUST BE PROVIDED TO PROCESS YOUR REQUEST. CONFIRMED HOTEL MAY CHARGE CREDIT CARD A FIRST NIGHT'S ROOM RATE AND TAX FOR EACH ROOM RESERVED. HOTEL MAY CHARGE CREDIT CARD ON OR AFTER 2/3/09.</p> <p><b>Housing forms received without a valid credit card deposit will be returned and will not be processed.</b></p> <p><b>Type of Card:</b> _ American Express _ MasterCard _ Visa _ Other _____</p> <p><b>Account Number:</b> _____</p> <p>Expiration Date: _____</p> <p>Name of Cardholder: _____</p> <p>Cardholder's Signature: _____</p> <p>Louisville Convention &amp; Visitors Bureau One Riverfront Plaza • 401 West Main St., Ste 2300 Louisville, KY 40202</p>

### SEND CONFIRMATION TO:

**PLEASE COMPLETE THIS PORTION COMPLETELY**

First Name: \_\_\_\_\_ MI: \_\_\_ Last: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If outside the USA, provide country & city codes along with the telephone numbers.  
**\*\*PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED\*\***