

HOTEL REGISTRATION FORM

MID-ATLANTIC NURSERY TRADE SHOW • Baltimore, Maryland • January 6-8, 2010

HOTEL INFORMATION:

Arrival Date _____ Departure Date _____

Hotel Selection: (List three choices in order of preference).

First _____

Second _____

Third _____

Reservations are processed on a first come, first served basis. If all three requested hotels are unavailable, do you want this reservation processed according to:

_____ comparable room rate _____ proximity to conference site

Room Type:

Adults to occupy room _____ # beds requested in room _____

List all room occupants (if children, list names and ages):

_____ Non-smoking room requested

_____ Special Needs: _____

SEND CONFIRMATION TO:

Last name _____ First name _____ MI _____

E-mail Address _____

Daytime Phone _____ Fax _____

(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)

Company/Institution (if applicable) _____

Address _____

City/State/Province _____

Zip/Postal Code, Country _____

Deposit Information: All hotels require a credit card guarantee or check deposit of one night's room and tax with each room requested. Housing forms received without a deposit or credit card guarantee will be returned. A separate check is required for each hotel being used.

Credit Card (please check one)

Amex MC VISA Other

Card Holder Name _____

Account number _____

Exp. Date _____ 3 Digit Code _____

Please make checks payable to:

MANTS Housing Bureau and mail with this form to:

MANTS / BACVA Housing Bureau
100 Light Street, 12th Floor
Baltimore, MD 21202

**SEND FORMS TO THE BACVA HOUSING BUREAU; PLEASE USE ONE FORM PER ROOM.
MAKE COPIES AS NEEDED. DO NOT SEND THIS FORM TO MANTS.**

RESERVATIONS

To reserve a room for MANTS, choose ONE of the following methods:

BY INTERNET

go to the MANTS web site,
www.mants.com and click on
Attendee Information;

or

BY TELEPHONE

Call the Housing Bureau for MANTS at
800-282-6632 (toll free) or
410-837-4636 (for international calls).
The Housing Bureau is open
Monday-Friday, 8:30am-5:30pm E.S.T.
or

BY FAX

Complete the Housing Form
(on the back of this page)
and fax it to **410-659-8398** (toll free)

CONFIRMATIONS

The Visit Baltimore Housing Bureau will send you a reservation confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after sending your request; contact the housing bureau directly at 800-282-6632 (toll free) or 410-837-4636 (for international calls). The Housing Bureau is open Monday-Friday, 8:30am-5:30pm E.S.T.

ROOM RATES/TAXES

In order to be guaranteed your hotel of choice, hotel reservations for MANTS should be made as soon as possible. The absolute deadline and cut-off for hotel reservations is Monday, December 28, 2009 and the hotel cancellation policy goes into effect on Monday, December 14 (see below). After that date, the official MANTS blocks will be released and the hotels may charge significantly higher rates. All rates are per room night and are subject to a 13.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one occupant. When using the faxable Housing Form (on the back of this page) to make reservations, please provide your room and bedding preferences in the Special Request section. The hotels will assign specific room types upon check in, based upon availability.

DEPOSITS

All hotels require a credit card guarantee or check deposit of one night's room and tax with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "Visit Baltimore Housing Bureau."

HOTEL ROOM CANCELLATIONS

Hotel room reservations cancelled after the Monday, December 14, 2009 cut-off will be charged a \$50 cancellation fee. Cancellations made after Monday, December 28, 2009 will forfeit the one night's room plus tax deposit to the hotels. Rebooking at another hotel does not change the cancellation policy. No-shows will also forfeit the deposit to the hotels.

CHANGES/CANCELLATIONS/ REFUNDS

Changes and cancellations, if necessary, should be made through the MANTS call center until 5:30 pm on Monday, December 28, 2009. The website will be available until midnight. Any cancellations made after midnight will be subject to forfeiture of the entire deposit. Call your hotel directly for changes and cancellations anytime beginning December 29, 2009. Hotel phone numbers will be listed on the MANTS website, www.mants.com by clicking on Attendee Information and the housing link.