

ACA 2012 CONFERENCE & EXPO HOUSING FORM

San Francisco, California • March 21–25, 2012

HOUSING CLOSES: February 28, 2012

Reservations: All hotel reservations are being coordinated by the ACA Housing Bureau. Arrangements for housing should NOT be made with the hotel directly. All housing reservation forms must be received by the ACA Housing Bureau by February 28, 2012. Room inventory may become limited after this date. **The final deadline to process changes and cancellations is February 28, 2012.**

TO MAKE A RESERVATION

Online: counseling.org/conference Click on Travel and Lodging, then Housing

Mail to: ACA HOUSING BUREAU, P.O. Box 4088, Frederick, MD 21705

Call: 800-974-9833 or 847-996-5876 Fax: 888-772-1888 or 301-694-5124

HOUSING INFORMATION

First Name _____ Last Name _____ MI _____
Company/University _____
Street Address _____
City _____ State/Country _____ Zip _____
Day Phone _____ Cell Phone _____ Fax _____
E-mail _____ (confirmation will be sent via e-mail if e-mail is provided)

HOTEL CHOICE: Please indicate your hotel of choice in order of preference (i.e. 1, 2, 3).

Hilton San Francisco Square _____ **Parc 55** _____

Arrival Date ____/____/____ Departure Date ____/____/____

Number of people in room _____ Number of beds in room _____ Special Requests* _____

(Examples: smoking preference, room for person with disabilities – please indicate specific needs.)

EARLY DEPARTURE FEE: Hotels may charge an early departure fee. Fees vary by hotel.

NAME(s) OF ALL ROOM OCCUPANTS 1. _____ 3. _____

Please note that additional charges may apply

to a third or fourth person occupying the room 2. _____ 4. _____

DEPOSIT/GUARANTEE: A credit card with an expiration date after March 2012 is required to guarantee your reservation. Reservations will not be made without a valid credit card. If paying by check, a valid credit card will be needed to guarantee your reservation. Checks will need to be sent to the hotel directly after February 28, 2012. The hotels may charge a deposit of one night room and tax to the credit card listed below on or after February 28, 2012.

PAYMENT INFORMATION

Credit Card: American Express MasterCard VISA Discover Check

Credit Card # _____ Exp. Date _____

Card Holder's Name (Print) _____

Card Holder's Signature _____

CONFIRMATIONS: Confirmations will be e-mailed to you from the ACA Housing Bureau once your reservation has been secured with a credit card. You will not receive a confirmation from your hotel. If you do not receive a confirmation within 2 weeks of making your reservation, please contact the ACA Housing Bureau via e-mail, ACAhousing@experient-inc.com, phone 800-974-9833/847-996-5876 or fax 888-772-1888/301-694-5124.

CHANGES/CANCELLATIONS: We encourage you to make your hotel reservations before the published deadline of February 28, 2012. Room inventory may become limited after this date. The ACA Housing Bureau will continue to accept changes, based on availability, and cancellations through February 28, 2012. After that date, you will need to contact the hotels directly. Your reservation will be under your first and last name.

CONTACT INFORMATION: If you have questions please contact the ACA Housing Bureau by phone at 800-974-9833/847-996-5876 or e-mail ACAhousing@experient-inc.com

HOTEL CANCELLATION POLICIES: Deposit is refundable if cancellation is received at least 72 hours prior to arrival.