

ACA ANNUAL CONFERENCE & EXPOSITION
HOUSING FORM

Pittsburgh, Pennsylvania
March 18-22, 2010

Housing Opens: August 17, 2009

Housing Closes: February 18, 2010

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 18, 2010. Room inventory may become limited after this date. The final deadline to process changes and cancellations is February 22, 2010.

TO MAKE A RESERVATION

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

Call: 800-974-3084 (domestic) or 847-996-5876 (international)

Fax: 800-521-6017 (domestic) or 847-996-5401 (international)

Mail to: ACA 2010 HOUSING BUREAU
568 Atrium Dr.
Vernon Hills, IL 60061-1731

HOUSING INFORMATION

First Name _____ Last Name _____ MI _____

Company/University _____

Street Address _____

City _____ State/Country _____ Zip _____

Day Phone _____ Evening Phone _____ Fax _____

Email _____ (confirmation will be sent via email if email is provided)

Hotel Choice: Please indicate your hotel of choice in order of preference (i.e.1, 2, 3). **Westin** ____ **Hilton** ____ **Omni** ____

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 indicated 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 2010 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 23, 2010. The hotels may charge a deposit of one night room and tax to the credit card listed below on or after February 23, 2010.

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 mailed, faxed, or emailed 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 email, ACAhousing@experient-inc.com, or fax 800-521-6017 (domestic) or 847-996-5401 (international).

CHANGES/CANCELLATIONS: We encourage you to make your hotel reservations before the published deadline of February 18, 2010. Room inventory may become limited after this date. The ACA Housing Bureau will continue to accept changes, based on availability, and cancellations through February 22, 2010. Beginning February 23, 2010, 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 800-974-3084 (domestic) or 847-996-5876 (international) or email ACAhousing@experient-inc.com

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