

# official hotel request form



AmericasMart Atlanta

## The Atlanta Fall Immediate Delivery Show®

Tuesday, November 9 – Thursday, November 11, 2010

**DEADLINES begin: October 15, 2010**

### 5 easy ways to make a hotel reservation:

1. Online: [AmericasMart.com/Travel](http://AmericasMart.com/Travel)
2. Email: [amc@onPeakevents.com](mailto:amc@onPeakevents.com)
3. Fax: 1.888.726.9290 (US & Canada)  
or 404.393.3172 (International)
4. Mail: onPeak, 240 Peachtree Street NW,  
Suite 22-S-10 Atlanta, GA 30303
5. Phone: 800.241.6405 (US & Canada) or  
312.527.7300 (International)

### 1. CONTACT INFORMATION

Please indicate whether you are a...

- Buyer     Exhibitor

*Complete the following:*

Store/Company Name \_\_\_\_\_

Customer Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Last Show Attended \_\_\_\_\_

### 2. HOTEL INFORMATION

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Rank three hotel choices from the list provided.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Hotel selection importance:

- Rate     Location

Note: Ambassadors reserves the right to assign hotels based on availability and preference of rate or location.

### 3. ROOM INFORMATION

Please supply names of all persons to occupy room and type of room.

\_\_\_\_\_

\_\_\_\_\_

- Single     Dbl (2ppl/1bed)     Dbl/Dbf (2ppl/2beds)  
 Smoking     Non-smoking     King-size bed

### SPECIAL REQUESTS

I am in need of an ADA accessible room. I may need special assistance from the hotel in the event of an emergency.

Other, please list:

\_\_\_\_\_

Note: room type & special requests based on availability at check-in.

### 4. DEPOSIT INFORMATION

Reservations will NOT be processed without a credit card guarantee. The hotel reserves the right to charge a deposit of one night's room and tax. (GA 15% tax).

Number: \_\_\_\_\_

Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Guarantee with check. Checks are accepted to reserve rooms but must accompany this form. Make checks payable to: onPeak.

## The Atlanta Fall Immediate Delivery Show<sup>®</sup>

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**DEADLINES begin: October 15, 2010**

Reserve your room at one of our official hotels while discounted hotel rooms are available! Don't delay! Hotel deadlines begin **October 15, 2010!**

*For AirTran Airways and Delta Air Lines savings, visit [AmericasMart.com/travel](http://AmericasMart.com/travel).*

### AVAILABLE HOTELS

	Single/Double	Distance
Days Inn	\$89/\$99	1 block to Market
Holiday Inn	\$119/\$119	2 blocks from Market

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