

# Where to Stay in Atlanta

## Housing Arrangements

The GFOA has made special arrangements with area hotels to offer attendees and their guests discounted rates while attending the 2010 GFOA annual conference. Availability of all conference hotels is on a first-come, first-served basis and will be handled by the Atlanta's Housing Bureau. If rooms are no longer available in the hotel(s) of the attendee's choice, availability of the remaining hotels will be used in determining where guests are assigned. Participating hotels will not honor direct reservations and published room rates apply only to rooms reserved through the Atlanta's Housing Bureau. **All reservations must be made by May 3, 2010.** You will receive an acknowledgment from the Atlanta's Housing Bureau once your reservation is processed. Acknowledgments are immediate if booked online, one week if form is faxed. Please review this acknowledgment carefully for your assigned hotel's cancellation fees, policies, and procedures. Rates do not include hotel tax, which is currently 15.6 percent (subject to change).

## Guaranteeing Your Room Reservation

All reservations must be guaranteed with a credit card or check. Acceptable credit cards are American Express, Diner's Club, Discover, MasterCard, and Visa. Credit cards will not be charged prior to May 4, 2010.

## Changes and Cancellations

Reservations may be changed or cancelled without penalty up to May 3, 2010 (5:00 p.m. EST). Failure to cancel your room reservation could result in forfeiture of one night room and tax at the hotel's discretion, after May 3, 2010. A \$25.00 cancellation fee will be charged at anytime for reservations made with a check deposit and then cancelled. Refunds will be made at the end of the event. **Do not contact the hotels directly until May 10, 2010.**

## Housing Policies

- Reservations cannot be accepted through travel agencies.
- All reservations require a valid credit card guarantee at the time of confirming reservations. Requests received without a valid guarantee will be returned and will not be processed. Credit cards must be valid through June 30, 2010, to be considered a proper guarantee.
- Money orders and cashier's checks are only accepted with a mailed reservation form and must be made out to the Atlanta Housing Bureau:  
233 Peachtree Street NE  
Suite 1400  
Atlanta, GA 30303
- You must be registered for the GFOA's annual conference prior to submitting your housing reservation.
- If you do not register for the GFOA's annual conference, a higher hotel rate will apply.
- Please print/type all items on the housing form to ensure accuracy.
- Complete each portion of the form for accurate and rapid processing.
- You will receive an acknowledgement for your housing and a separate confirmation for your conference registration.
- Reservations must be made by May 3, 2010, to receive the discounted rates.
- Contact the Atlanta's Housing Bureau to block 10 or more rooms.

**Atlanta Housing Bureau**  
Phone – (404) 521-6630  
Fax – (404) 521-6392  
E-mail – [housing@atlanta.net](mailto:housing@atlanta.net)

## Requests for Suites

Requests will not be honored until your registration form has been received by the GFOA. Please contact the housing manager for rates and availability at [housing@atlanta.net](mailto:housing@atlanta.net).

Hotel	Rates:	Single	Double	Triple	Quad
Atlanta Marriott Marquis		\$140	\$140	\$140	\$140
Hilton Atlanta		\$140	\$160	\$160	\$160
Hyatt Regency Atlanta		\$140	\$153	\$166	\$179
Westin Peachtree Plaza		\$140	\$140	\$140	\$140