



# Government Finance Officers Association

## 111<sup>th</sup> Annual Conference

May 21 - 24, 2017 • Denver, Colorado

### Individual Attendee Housing Form

#### RESERVE ONLINE:

Go to [www.gfoa.org](http://www.gfoa.org) and look for the housing link.

#### RESERVE BY PHONE:

8:00 a.m. – 5:00 p.m. CST, Mon – Fri  
1-800-465-5411 Domestic  
1-240-439-2988 International callers

Please have your credit card number and your arrival and departure dates ready.

#### RESERVE BY MAIL:

Experient/GFOA Housing  
5202 President's Court  
Frederick, MD 21703

#### RESERVE BY FAX:

1-301-694-5124

You may also e-mail [GFOA@experient-inc.com](mailto:GFOA@experient-inc.com) with any inquiries, changes, or cancellations.

Please submit room request(s) **only once**.  
Using multiple methods risks making duplicate reservations.

- If more than one room is required, please photocopy this form to make additional requests.
- Only completed forms will be accepted.
- Room types are assigned on a first-come, first-served basis.
- A hotel is assigned in order of your preference as available or closest to event if not available.
- Allow 2 business days to receive a reservation acknowledgement. Review all information for accuracy.
- If you have not received your acknowledgement within 10 days of mailing this form, please contact the GFOA Housing Department at [GFOA@experient-inc.com](mailto:GFOA@experient-inc.com).
- Reserve your room by Tuesday, April 18, 2017, to receive the discounted conference rate on a space-available basis.
- After Thursday, April 27, 2017, all reservation activity must go directly to the hotel.

### Deadline:

**TUESDAY, APRIL 18**

After Tuesday, April 18, 2017, rooms and rates are based upon availability.

After Thursday, April 27, all new reservations, revisions, and cancellations must be made directly with the hotel.

#### CONTACT INFORMATION:

Please print clearly to avoid delays in assignment

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Acknowledgements may not be received if e-mail filters are in place.

#### HOTEL PREFERENCE: (Refer to map for hotels and rates.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### NAME(S) OF ALL OCCUPANTS SHARING ROOM, INCLUDING SELF:

Last Name	First Name	Arrival Date	Departure Date
1)			
2)			
3)			
4)			

Maximum room occupancy is four (4) per city code.

If you wish a second acknowledgement to be sent to someone other than the contact above, please provide e-mail address:

Additional e-mail address: \_\_\_\_\_

#### ROOM TYPE REQUESTED:

King Bed     2 Double Beds

Wheelchair Accessible    Other: \_\_\_\_\_

Number of guests in room:    **1**    **2**    **3**    **4**

#### GUARANTEE/CANCELLATION POLICY:

A major credit card number valid until June 2017 or later or a check for one night's room and tax (add 14.75% tax) is required to secure a reservation. Credit cards are collected for guarantee by the Housing Bureau, but may be charged by the individual hotels after April 18, 2017. A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive (no-shows) or are not cancelled before 72 hours of arrival. Early departures after check-in are subject to penalty fees set by the hotel. After Thursday, April 27, 2017, all reservation activity must go directly to the hotel.

Please identify your method of guarantee below.

**CREDIT CARD:**  Amex     MasterCard     Visa     Discover     Check Enclosed

Cancellations within 24 hours of arrival will be charged one night's room and tax.

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Name of Card Holder \_\_\_\_\_ Signature \_\_\_\_\_

**CHECK:** Check Number \_\_\_\_\_ Amount \_\_\_\_\_

Checks must be received by April 14, 2017, and must be made payable to Experient/GFOA Housing. Reservations indicating a deposit guarantee, for which no check has been submitted, are subject to cancellation. Please base the amount of the check on the rate at the hotel of your first preference. Note: Institutional purchase orders are **NOT** accepted. Cancellations within 72 hours of arrival will forfeit one night's room and tax. Refunds to those who guaranteed accommodations with a check deposit will be mailed after the end of the event.