

official hotel request form

2009 July Atlanta International Gift & Home Furnishings Market®
 Tuesday, July 7 - Wednesday, July 15, 2009 (Temps: Friday, July 10 - Tuesday, July 14)
2009 July Atlanta International Area Rug Market
 Wednesday, July 8 - Monday, July 13, 2009

DEADLINE: June 5, 2009

Only one room request per form please. Make additional copies if necessary.

6 EASY WAYS TO MAKE A HOTEL RESERVATION:

1. Online: AmericasMart.com, Travel
2. Email: amc@ambassadors.com
3. Fax: Completed form to: 404.584.0685
4. Mail: Ambassadors, 240 Peachtree Street, Suite 22-S-10, Atlanta, GA 30303
5. Phone: 800.241.6405 (US & Canada) or 404.584.7458 (International)
6. Onsite: During Market, visit the housing office in the lobby of AMERICASMART 1.

Note: Housing for each market opens one year prior

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.

Room Type:

- Single Dbl (2ppl/1bed) Dbl/Dbl (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).

- Guarantee with credit card

Number: _____

Type: _____ Exp: _____

Name: _____

Signature: _____

MUST BE FILLED OUT

1. CONTACT INFORMATION

Please indicate whether you are a...

- Buyer Exhibitor

Complete the following:

Store/Company Name _____

Customer Name _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Email _____

Phone _____

Fax _____

Last Show Attended _____

FOR AMC USE ONLY

EMPLOYEE CONTACT: _____

CONFIRMATION # _____

NSAMC _____ # NSIPO _____

NEW ROLLING VEHICLE POLICY: Beginning January 2008, buyers may use only rolling briefcases and rolling laptop cases smaller than 12" (H) X 16" (W) X 5" (D). Buyers are asked to check all other wheeled carts and rolling luggage larger than these dimensions at Luggage Check services.

