HOTEL RESERVATION FORM

Housing for 2009 Texas Bandmasters Association will open on January 12, 2009.

To secure your hotel choice and receive immediate confirmation, make your reservation via Internet. Faxed & mailed housing requests will take longer to process and choice hotels may not be available.

INTERNET RESERVATIONS
www.texasbandmasters.org/business
FAXED/MAILED RESERVATIONS
Fax reservations to 210-207-6702.
Mail reservations to TBA Housing Bureau, 203 S. St. Mary's, Suite 200, San Antonio, TX 78205.

ACKNOWLEDGEMENTS
To insure you receive the email acknowledgement, please add acknowledgement@pkghlrss.com to your address book
The TBA Housing Bureau will send an acknowledgement of your reservation via email, fax or mail, depending on information provided on your housing form. Please review all information for accuracy. Acknowledgements will be emailed within 12 hours of reservation being processed directly online. Housing forms received via fax & mail will require 10 14 days for processing & sending of acknowledgement. If you do not receive your acknowledgement in this time frame, please contact TBA Housing Bureau by fax at 210-207-6702, or email: housing@visitsanantonio.com.
You will not receive a written confirmation from the hotel.

ROOM RATES/TAXES
To take advantage of the special TBA rates, please book your reservation by June 26, 2009.
After June 26, 2009, room blocks will be released and hotels may charge higher rates. All rates are per room and are subject to 16.75% occupancy tax, (subject to change). Special requests can not be guaranteed; however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

GUARANTEE
All reservations require a credit card valid through July 2009 or check guarantee at the time of confirming reservations. Requests received without a valid guarantee will be returned and will not be processed. Credit cards may be billed anytime June 26, 2009, at the discretion of your confirmed hotel.

CHECK DEPOSITS
If you choose to mail a check deposit, it should be made payable to TBA Housing Bureau in the amount of $200 and mailed along with your housing form to the address provided.

CANCELLATIONS
TBA Housing Bureau must receive all cancellations on or prior May 26, 2009, to avoid a penalty. Any cancellations received after May 26, 2009, will be assessed a $50 cancellation fee. This fee will be charged within seven days of the cancellation.

RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE. Telephone requests are not accepted. Keep a copy of form for your records. DO NOT MAIL AFTER FAXING. Acknowledgements are emailed, mailed or faxed only to the email or name listed in field #8. Photocopy this form if you need more than one room.
SELECT SIX HOTELS: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity, and availability. Use code only, not numbers. See the Convention Housing Information form for codes.

1st Choice ____ 2nd Choice ____ 3rd Choice ____
4th Choice ____ 5th Choice ____ 6th Choice ____

If hotel Choices are sold out, which is more important? ❑ **Room Rate** ❑ **Location**

2. Arrival:
DATE:_____TIME:_____am pm

3. Departure:
DATE:_____TIME:_____am pm

(Make air reservations before filling out arrival/departure dates on this form. Requests for more than 2 days pre/post-convention may not be available through the housing department. Acknowledgment will advise you to call the hotel direct for additional nights (not always available at convention rates).

4. CHECK APPROPRIATE BOX: ❑ ONE BED ❑ TWO BEDS

Suites must be requested in writing to_____Housing Bureau via email at housing@visitsanantonio.com or fax 210-207-6702.

5. The housing department will request room type, hotel will confirm if available. TOTAL PEOPLE IN ROOM:_____

6. ROOM GUARANTEE: All rooms must be guaranteed. Some hotels require a non-refundable 1st night room and tax deposit. If this applies, the credit card provided below will be charged for that amount.

_____ Type of card (i.e. AE, MC, VS)
_____ Credit Card Number
_____ Expiration Date
_____ Name on Credit Card

7. LIST ALL OCCUPANTS first name first: 1. _____ 2. _____ 3. _____ 4. _____

8. SEND ACKNOWLEDGMENT TO:

FIRST NAME MI LAST NAME

AFFILIATION/COMPANY

STREET ADDRESS OR P.O. BOX NUMBER

CITY STATE COUNTRY ZIP CODE

DAYTIME PHONE NUMBER

FAX NUMBER (If International, indicate Country/City Code)

Email address:_____

9. SECIAL REQUESTS: ❑ SMOKING ❑ NON-SMOKING ❑ Check here for disability

***Continue to use TBA Housing Bureau for changes & cancellations through July 6, 2009. Beginning July 7, 2009, all requests for changes & cancellations must be directed to your confirmed hotel. Reservations must be cancelled within 72 hours of arrival or hotel will charge a first night's room and tax.**