



The Columbus Housing Bureau will process hotel accommodation requests sent via fax, Internet or mail. Questions? Please email housing@columbuscvb.org

Reservations can be made between 2/17/02 and 9/25/02 by choosing one of the following methods:

INTERNET

Book your reservation online using the show web site at: www.bcmshow.com

FAX

Send a completed form, one copy per room to: 614/222-6140.

MAIL

Reservations must be received by 9/25/02. Send a completed form, one copy per room to:

Greater Columbus Convention & Visitors Bureau: Housing
 90 North High Street
 Columbus, OH 43215

ROOM RATES/TAXES

To take advantage of the special BCMC Convention rates, be sure to book your reservation by 9/11/02. After 9/11/02, the official BCMC blocks will be released and the hotels may charge significantly higher rates. All rates are per room, per night and are subject to a 15.75% tax (subject to change). The hotels will assign specific room types upon check-in, based upon availability. PLEASE BE ADVISED THAT REQUESTS ARE NOT GUARANTEED.

ACKNOWLEDGMENTS

Acknowledgments will be sent by the Housing Bureau after each reservation booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive an acknowledgment via email, fax or mail within 14 days after **any** transaction, please contact the Housing Bureau at 1-800/354-2657. You will not receive a confirmation from the hotel.

MODIFICATIONS/ CANCELLATIONS

Continue to make, modify and/or cancel reservations from 2/17/02 through 9/25/02 via the mail, fax or internet. Beginning 9/26/02, you may call the hotels directly.

CANCELLATION POLICY:

Rooms cancelled after 9/11/02 will be subject to a \$25 cancellation fee. Rooms cancelled after 9/25/02 may be subject to a first night room rate and tax charge. Cancellation policies may vary at different hotels. See your acknowledgment for specific cancellation policies.

HOTEL INFORMATION

ARRIVAL DATE _____

DEPARTURE DATE _____

HOTEL SELECTION

Rooms are assigned on a first-come, first-served basis. Every effort will be made to meet your requests, but an alternate hotel may be assigned if necessary.

RANK HOTELS IN ORDER OF PREFERENCE (#1 first choice, #2 second choice)

HYATT REGENCY COLUMBUS
 (Sgl/Dbt-\$139, Triple/Quad-\$149)

THE CROWNE PLAZA HOTEL COLUMBUS DOWNTOWN
 (Sgl/Dbt\$139, Tripl \$159, Quad \$169)

Number of people in room: _____

Number of beds in room: _____

LIST ALL OCCUPANTS IN ROOM. (Include yourself)

1. _____

2. _____

3. _____

4. _____

SPECIAL NEEDS

I PREFER: (CHECK ONE)

Non-Smoking Room

Smoking Room

Subject to availability.

DEPOSIT INFORMATION

ALL HOTELS REQUIRE A DEPOSIT OF ONE NIGHT'S ROOM RENTAL WITH EACH RESERVATION REQUEST.

CHECK - PAYABLE TO:
 THE GREATER COLUMBUS CONVENTION AND VISITORS BUREAU

CREDIT CARD

Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed.

AM EXPRESS MASTER CARD

VISA OTHER _____

_____/_____
 CARD NO. / EXP. DATE

 CARDHOLDER (as it appears on card)

 SIGNATURE

SEND CONFIRMATION TO:

FILL OUT THIS PORTION COMPLETELY & CLEARLY.

 NAME

 COMPANY

 ADDRESS

 CITY/STATE/ZIP

 COUNTRY

 EMAIL

 PHONE

 FAX

If outside the USA, provide country & city codes along with the telephone numbers.

PLEASE SEND THIS FORM TO:

Greater Columbus Convention and Visitors Bureau: Housing
 90 North High St.
 Columbus, OH 43215

PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.