



ADVANCE HOUSING FORM

INSTRUCTIONS: For best availability and immediate confirmation, make your reservation online. Faxed or mailed housing requests will take longer to process and choice hotels may not be available.

Reservations can be made by choosing one of the following methods:

- INTERNET:** Book your reservation online at: www.bcmcshow.com
- PHONE:** 317-262-8191
- FAX:** Send a completed form, **one copy per room**, with credit card information to: **317-262-8270**
- MAIL:** Reservations must be received by **8/22/11. One copy per room.** Mail completed form to:
 ICVA Housing Bureau
 200 S. Capitol Ave., Ste. 300
 Indianapolis, IN 46225-1063
 317-262-8270 (fax)

ROOM RATES/TAXES: To take advantage of the special BCMC rates, be sure to book your reservation by **8/22/11**. After 8/22/11, 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 17% 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 after each reservation booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive an acknowledgment via email or fax within 5 days after **any** transaction, contact the housing bureau at housing@visitIndy.com. You may check your reservation at www.bcmcshow.com as long as you included an email address on your initial booking.

MODIFICATIONS/CANCELLATIONS: Continue to modify and/or cancel reservations through 9/7/11 (Wednesday) via the Internet, fax or email (housing@visitIndy.com). Beginning 9/8/11 (Thursday), you must call the hotels directly.

Cancellation Policy: Reservations cancelled after 8/22/11 may be charged a processing fee of \$25. If a cancellation is not made at least 72 hours prior to arrival, the reservation is subject to one night's room and tax. This charge will be made by the assigned hotel.

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 will be assigned if necessary.

HYATT REGENCY \$189 (S/D) **WESTIN INDIANAPOLIS** \$189

ROOM TYPE: (Please circle correct number below.)

NUMBER OF PEOPLE IN ROOM: 1 2 3 4
NUMBER OF BEDS IN ROOM: 1 2 (2 beds max.)

LIST ALL OCCUPANTS IN ROOM (Include yourself):

1. _____
 FIRST LAST

2. _____
 FIRST LAST

3. _____
 FIRST LAST

4. _____
 FIRST LAST

SPECIAL NEEDS: _____

DEPOSIT INFORMATION:

PLEASE REVIEW CAREFULLY. A ONE-NIGHT (PLUS 17% TAX) ADVANCE DEPOSIT IS REQUIRED FOR EACH ROOM REQUESTED. CHECKS WILL BE DEPOSITED 7 DAYS PRIOR TO ARRIVAL DATE. CREDIT CARD PROCESSING WILL BE HELD UNTIL CHECKOUT.

*** CREDIT CARD** - Credit card must be valid through the dates of the convention or your reservation will not be processed. Deposits may be charged to your credit card on or after 9/8/11.

VISA MASTERCARD AMEX DISCOVER DINERS

CARD NUMBER _____ EXP. DATE (VALID THRU SEPTEMBER 2011) _____

CARDHOLDER _____ SIGNATURE _____

SEND ACKNOWLEDGEMENT TO:

EMAIL _____

NAME _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

COUNTRY _____

PHONE _____

FAX _____

If outside the USA, provide country and city codes along with the telephone number.

PLEASE FAX OR MAIL THIS FORM TO:

ICVA Housing Bureau • 200 S. Capital Ave., Ste. 300 • Indianapolis, IN 46225 • 317-262-8270 (fax)

USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.