

EMS Today Conference & Expo
Baltimore, Maryland
March 2-6, 2010
HOTEL RESERVATION FORM

INSTRUCTIONS

To reserve a room for EMS Today Conference & Expo choose ONE of the following methods:

By Internet: Visit the EMS web site at www.EMSToday.com

or

By Telephone: Call the EMS Housing Bureau Monday-Friday, 8:30 am – 5:30 pm ET

800-282-6632 (toll free)
410-837-4636 (international)

or

By Fax: Fax a completed Housing Form to **410-659-8398**

or

By Mail: Mail your housing form with check deposit only to BACVA/EMS Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202

CONFIRMATIONS

The EMS Housing Bureau will send you a confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after sending request, please contact the EMS Housing Bureau at 800-282-6632.

ROOM RATES/TAXES

In order to take advantage of the special EMS convention rates, be sure to book your reservation by February 2, 2010. After February 2, the official EMS blocks will be released and the hotels may charge higher rates. All rates are per room night and are subject to a 13.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one guest. When making reservations please provide room and bedding preferences in the "Special Needs" section of the Housing Form. The hotels will assign specific room types upon check in, based upon availability.

DEPOSITS

All hotels require a credit card guarantee or check deposit of one night's room rate and tax with each reservation requested. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "BACVA/EMS Housing Bureau."

CHANGES/CANCELS/REFUNDS

Cancellations made after January 28, 2010 will be subject to a \$25.00 cancellation fee. Changes and cancellations should be made through the EMS Housing Bureau through February 22, 2010, **Any cancellations made after that time will be subject to forfeiture of the entire one night's room rate and tax deposit.** Beginning on February 23, 2010, you should call your hotel directly for changes and cancellations.

Hotel Information:

Arrival Day/Date _____ Departure Day/Date _____

Hotel Selection: (List three choices in order of preference).

First _____ Second _____ Third _____

Reservations will be processed on a first come, first serve basis. If all three requested hotels are unavailable, this reservation should be processed according to:
_____ a comparable room rate _____ close proximity to conference site

Room Type:

Adults to occupy room _____ # beds requested in room _____

List all room occupants (if children, list names and ages):

_____ Non-smoking room requested _____ Special Needs: _____

Primary Guest's Contact Information:

Last Name _____ First Name _____ MI _____

E-mail Address _____

Daytime Phone _____ Fax _____
(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)

Company/Institution (if applicable) _____

Address _____

City/State/Province _____

Zip/Postal Code, Country _____

Send the confirmation via email, fax, or mail.

Deposit Information:

All hotels require a credit card guarantee or check deposit of one night's room rate and tax with each reservation requested. Housing Forms received without a deposit or credit card guarantee will be returned.

Credit Card
Type of card: _____ American Express _____ Mastercard _____ Visa _____ Other

Account Number _____ Expiration Date _____

Name of Card Holder _____

Check enclosed made payable to BACVA/EMS Housing Bureau.
Mail to: BACVA/EMS Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202.

Only housing forms accompanied by checks will be accepted via mail, all others should be faxed into the EMS Housing Bureau.

DO NOT SEND THIS FORM TO THE ASSOCIATION. SEND TO THE BACVA/EMS HOUSING BUREAU. PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.

FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED AND WILL NOT BE PROCESSED.