

# ALA Exhibitor Housing Request

ALA Midwinter Meeting January 11-16, 2008 – Exhibits Open January 11-14, 2008 – Philadelphia, PA.

Please submit your housing reservations ASAP to try to assure one of your hotel choices. Return forms to Experient :108 Wilmot Rd., Ste. 400 Deerfield, IL 60015-5124 Fax: 1-800-521-6017 OR 847-940-2386 Email: [alaexh@experient-inc.com](mailto:alaexh@experient-inc.com). **Deadline to submit forms: November 7, 2007.**

## Contact Information:

\_\_\_\_\_  
(Last name of person requesting rooms and confirmation) (First Name)

\_\_\_\_\_  
Name of company or firm)

\_\_\_\_\_  
(Street address or P.O. box number) (City) (State) (Zip)

\_\_\_\_\_  
(Country) (Phone Number) (Fax number) (Email Address)

**Hotel Choices:** Please print name and number of hotel as listed on the hotel locator map and the hotel rate sheet. Please be advised that because housing is limited your choice of hotel(s) may not be available. Experient will do its best to accommodate your first hotel choice. Your request will be processed on a first come, first serve basis. To assist with your request you must fill out all six choices.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

\*\*If none of my choices are available, in accepting another assignment I am more concerned with (circle one):  Location  Rate

Check here if you have a staff member who needs an accessible room and attach a written description on your needs.

**Room Block Information:** Please complete the grid providing a night by night breakdown of rooms required. Bed type is on request.

Date	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17
Single									
Double									
Total									

**Credit Card Guarantee:** (All reservations require a credit card submitted at the time of request.)

Please use the following credit card to guarantee room block (circle one): Visa AMEX MasterCard

\_\_\_\_\_  
(Card Number) (Expiration Date)

Signature of Card Holder: \_\_\_\_\_ Print name of Card Holder: \_\_\_\_\_

## IMPORTANT

1. This signed form, when received and confirmed by Experient will constitute your official room block.
2. A block of rooms for exhibitors has been set-aside in all hotels.
3. All suites, except those reserved for ALA VIP's, will be reserved for exhibitors, based on availability.
4. Rooms will be assigned on a first come, first served basis.
5. Early arrivals/late departure dates may not be readily available.
6. Experient will work with all hotels to request early arrivals/late departure dates not included in the room block.
7. Experient will acknowledge your hotel reservation requests within 72 hours of receipt of reservation request. Please be aware that hotel confirmation numbers can be obtained directly from the hotel after January 4, 2008.
8. Reservations will not be accepted without a credit card to guarantee the reservation.
9. Any unassigned rooms will be released from your room block on November 7, 2007. After November 7, 2007, Experient will accept additional reservations/ date changes on a space available basis until January 2, 2008 5pm CST.
10. If more than 10% of an exhibitor's room block is cancelled after November 7, 2007 the exhibitor must pay all room nights and tax for cancelled persons in all ALA hotels. (ALA is subject to substantial financial penalties if the room pick-up falls below what has been agreed upon contractually. Historically, substantial last minute cancellations by exhibitors cause the block to drop after the rooms can be resold to avoid penalties.)

To confirm your hotel reservations and accept these terms please complete all pages of this form, sign below and return forms to Experient : 108 Wilmot Rd., Ste. 400 Deerfield, IL 60015-5124 Fax: 1-800-521-6017 OR 847-940-2386 Email: [alaexh@experient-inc.com](mailto:alaexh@experient-inc.com)

\_\_\_\_\_  
Signature: Acting as agent for Exhibitor

\_\_\_\_\_  
Date

# Page 2: ALA Exhibitor Housing Request

**Hotel Choices:** (Please print name and number of hotel as listed on the hotel locator map and the hotel rate sheet.) Please be advised that because housing is limited your choice of hotel(s) may not be available. Experient will do its best to accommodate your first hotel choice. In the event that your preferred hotels are not available, Experient will contact you to discuss alternative options. Your request will be processed on a first come, first serve basis. To assist with your request you must fill out all six choices.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

\*If none of my choices are available, in accepting another assignment I am more concerned with (circle one):  Location  Rate

**Rooming List:** The deadline for names is November 07, 2007. You must submit all names by this date. You do not need to submit names at this time. However, we will need to know the number of rooms needed as well as the arrival/departure dates.

Name (Please see note above.)	Room Type (Abbreviate as below)	Sharing With (If Applicable)	Arrival Date	Departure Date
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____

**Accessible Room Needed:** If you have a staff member who needs an accessible room, please list them below, and the type of accessible room needed. **Room types available: Mobility, Visually Impaired, Hearing Impaired.**

<b>Name:</b>	<b>Room Type:</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**Room Types (Request Only)**  
 S=Single (one person/one bed); D=Double (two people, one bed); DT=Double/Double (two people, two beds); NS= Non-Smoking  
 SM= Smoking

# Page 3: ALA Exhibitor Suite Request

(Please complete one form per Suite Request.)

**To Reserve a Suite:** (Please print name and number of hotel as listed on the hotel locator map and the hotel rate sheet.) Please be advised that because housing is limited your choice of hotel(s) may not be available. Experient will do its best to accommodate your first hotel choice. In the event that your preferred hotels are not available, Experient will contact you to discuss alternative options. Your request will be processed on a first come, first serve basis. To assist with your request you must fill out all six choices. **Cancellation Policy:** If more than 10% of an exhibitor's room block is cancelled after November 7, 2007 the exhibitor must pay all room nights and tax for cancelled persons in all ALA hotels. (ALA is subject to substantial financial penalties if the room pick-up falls below what has been agreed upon contractually. Historically, substantial last minute cancellations by exhibitors cause the block to drop after the rooms can be resold to avoid penalties.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Name of person occupying suite: \_\_\_\_\_

\*If none of my choices are available, in accepting another assignment I am more concerned with (circle one):  Location  Rate

How many people will occupy this room for sleeping purposes? \_\_\_\_\_

How many bedrooms do you require? \_\_\_\_\_

Will you entertain in this suite?  Yes  No

If Yes, how many people do you need the suite accommodate? \_\_\_\_\_

Do you have any specific requests for your suite?

## Contact Information:

\_\_\_\_\_  
(Last name of person requesting rooms and confirmation)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Name of company or firm)

\_\_\_\_\_  
(Street address or P.O. box number)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Country)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax number)

\_\_\_\_\_  
(Email Address)

## Credit Card Guarantee: (All reservations require a credit card submitted at the time of request.)

Please use the following credit card to guarantee room block (circle one):

\_\_\_\_\_  
Visa

\_\_\_\_\_  
AMEX

\_\_\_\_\_  
MasterCard

\_\_\_\_\_  
(Card Number)

\_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(Print name of Card Holder)

\_\_\_\_\_  
(Signature of Card Holder)

Hotel	Single/Double	Triple/Quad	Parlor1/Parlor2
Philadelphia Marriott - h, (Kinko's), in (hs), SF, f, ip, rs	\$178/\$178	\$188/\$198	n/a
Loews Philadelphia - h, bc, in (hs), S, f, ip, rs	\$159/\$159	\$179/\$199	n/a
Courtyard Downtown - h, bc, in (hs), SF, f, ip, rs (5pm - 10pm)	\$147/\$147	\$157/\$167	\$450++
Crowne Plaza Philadelphia - h, bc, in(hs), S, f, rs	\$149/\$149	\$169/\$189	n/a
Doubletree - h, bc, in(hs), S, f, ip	\$149/\$159	\$169/\$179	\$249+/\$349+
Embassy Suites Center City - h, bc, in (wi), S, f, hb, rs	\$155/\$155	\$175/\$195	n/a
Hampton Inn Center City - h, bc, in (wi/hs), S, f, ip, hb	\$125/\$125	\$136/\$146	n/a
Hilton Garden Inn Center City - h, bc, in (wi/hs comp), SF, ip, rs (pm)	\$130/\$130	\$140/\$150	\$140 (junior suite)
Holiday Inn Express Midtown - h, in(wi/hs), S, f, cb	\$120/\$120	\$130/\$130	n/a
Radisson Plaza Warwick - h, bc, in (hs - free), SF, f, rs	\$135/\$135	\$145/\$155	n/a
Residence Inn Center City - h, in (wi,hs), SF, ip, hb	\$159/\$159	\$159/\$159	n/a
Ritz-Carlton Philadelphia -h, bc, in (wi,hs), SF, f, rs	\$189/\$189	n/a / n/a	\$264 / n/a
Sheraton Philadelphia - h, bc, in (wi), S, f, ip, rs	\$149/\$149	\$169/\$189	n/a
Sofitel Philadelphia - h, bc, in (wi), S, f, rs	\$175/\$175	\$195/\$205	\$225 / n/a
Westin Philadelphia - h, bc, in (hs), SF, f, rs	\$179/\$179	n/a / n/a	n/a / n/a
Four Seasons Philadelphia - h, bc, in (hs), S, ip, rs	\$199/\$199	\$239/ n/a	n/a / n/a
<p><b>Key:</b> h=handicapped accessible rooms; S=smoking rooms available; f=fitness center; ip= indoor pool; op=outdoor pool; cb=continental breakfast included; hb=hot breakfast; fb=full breakfast included; SF=Smoke Free Hotel; at=complimentary airport transportation; rs=room service; bc=business center; in=internet in room; wi=wireless internet access; hs=high speed internet access. <b>CAT</b> - Complimentary Airport Transfer</p>			
<b>Shading indicates Headquarter Hotel</b>			
<b>Shading indicates Co-Headquarter Hotel</b>			
<b>Smoke Free Hotels</b>			

