

2015 TRI-STATE ASBO CONFERENCE – MAY 20-22, 2015

HOLIDAY INN BY THE BAY

88 SPRING STREET, PORTLAND, MAINE 04101 – (207) 775-2311

YOU MAY FAX YOUR FORM TO (207) 772-4017

Hotel Room & Meals Reservation Form – Deadline: April 20, 2015

Name: _____ Share with: _____

Street Address: _____

City/State/Zip: _____

Arrival Date: _____ Departure Date: _____

Check In Time: 4:00PM; Check Out Time: 12:00PM

Please check your choice of room/meal package, or order meals individually below.

All prices include taxes and service charge.

ONLY THE FOLLOWING PACKAGES ARE AVAILABLE; NO VARIATIONS, NO SUBSTITUTIONS, NO REFUND ON ANY UNUSED PORTION OF PACKAGES:

PACKAGE #1 _____ Lodging Tuesday, Wednesday & Thursday; Breakfast & Lunch Wednesday; breakfast, lunch, dinner Thursday; breakfast Friday

Single \$665.00 _____; Double \$430.00 per person _____

PACKAGE #2 _____ Lodging Wednesday & Thursday; Breakfast Thursday & Friday, Lunches, Wednesday & Thursday; Dinner Thursday

Single \$480.00 _____; Double \$320.00 per person _____

PACKAGE #3 _____ Lodging Thursday; Lunch & Dinner Thursday; Breakfast Friday

Single \$265.00 _____; Double \$185.00 per person _____

The hotel will not assign roommates.

All room package reservations require a deposit of 100% of the entire package

DEPOSIT POLICY: We require a full deposit on all reservations within 7 days of making your reservation. The reservation will be cancelled if the deposit is not received within the 7 day period. A full pre-payment of each package and this completed reservation form is required on all reservations.

CANCELLATION POLICY: Deposits (less \$35.00 processing fee) are refundable only if we are notified in writing 14 days prior to scheduled arrival. If reservations are made within 14 days of arrival, deposit is always non-refundable in cases of cancellation. There are no refunds for late arrivals, early departures, or unused portions of package.

DEPOSIT PAYMENT: Business or Personal Check Preferred, All major credit cards accepted. Your credit card will be processed upon receipt of this form. Purchase orders will not be accepted

Overnight Guest Parking included in package – Day Travelers Parking @ \$5.00 Each/day (Holiday Inn By the Bay Garage Only)

COMMUTERS: Commuter meals must be reserved and paid for in advance. No refunds on commuter meal payments received after May 6, 2015.

<u>COMMUTER MEALS</u>	<u>NUMBER</u>	<u>PRICE</u>	<u>TOTAL</u>
Wednesday Breakfast	_____	\$21.50	_____
Wednesday Lunch	_____	\$25.50	_____
Thursday Breakfast	_____	\$21.50	_____
Thursday Lunch	_____	\$25.50	_____
Thursday Dinner	_____	\$47.00	_____
Friday Breakfast	_____	\$21.50	_____

CREDIT CARD: Type: _____ Number: _____ Expiration Date: _____

NAME ON CARD _____

TOTAL AMOUNT _____ SIGNATURE _____