



**Exhibitor Block Request Form
AATS 2011 Annual Meeting
May 7-11, 2011
Pennsylvania Convention Center
Philadelphia, PA**

Please note: This form is to be used for all AATS Exhibitors needing ten (10) or more rooms. Any Exhibitor needing 9 or less rooms should submit their request using the Exhibitor Housing Request Form.

Please be sure to complete all information requested on this form before submitting to the Housing Bureau. The Housing Bureau will NOT process any incomplete forms. Once the forms are received by the Housing Bureau and have been processed, you will receive confirmation showing these reservations.

2011 AATS Exhibitor Block Housing Policies

Housing Deadlines:

- **Friday, January 28, 2011** – Last Day to Request a Room Block (after that requests will be taken on a space available basis)
- **Friday, January 28, 2011** – Last Day to Reduce a Room Block without penalty
- **Monday, February 25, 2011** – Rooming lists/names are due by 5:00pm CST
- **After Monday, February 25, 2011** – Any rooms not assigned to a person with a credit card guarantee may be released to general sale.
- **April 22, 2011** – Last day to make changes/cancels through the AATS Housing Bureau (please note all cancellation fees apply as noted above)
- **April 23, 2011** – Additional charge assessed by hotels for any change resulting in a reduction of room nights on a reservation.

AATS Exhibitor Block Performance/Cancellation Policy:

The last day to cancel or reduce your block without penalty is January 28, 2011. After that date you are responsible for each room night blocked. In the event that rooms within your block are not booked by members of your group by February 25, 2011, you will be charged for each unbooked room night. Furthermore, should your block reduce by room cancellations after February 25, 2011, you will be billed for each room night cancelled. All charges will be applied to the credit card below after the conference concludes.

Changes can be made through the AATS Housing Bureau through 4:00 pm EST on April 22, 2011. Beginning April 23, please contact the hotel directly. Please note that in addition to the policy above, for any cancellations made through the housing bureau or directly with the hotel on or after April 23, 2011 an additional charge of one night's room and tax will be assessed by the hotel for any changes resulting in a reduction of room nights.

Exhibitor Contact Information

Contact Name: _____

Company: _____

Street Address: _____

City: _____ State: _____ Country: _____ Postal Code: _____

Daytime Telephone: _____

Email Address: _____

Company: _____

Contact: _____

Email Address: _____

Housing Accommodations Information

Please rank the hotels below in order of preference. Every attempt will be made to place your group into your preferred hotel, however, the Housing Bureau reserves the right to place your guests into hotels where there are rooms available should your first choice hotel be unavailable for your requested nights.

Preference <i>(1 being first choice, 3 being last)</i>	Hotel	Single/Double Rate	Distance to Pennsylvania Convention Center
	Philadelphia Downtown Marriott (Headquarters Hotel)	\$249.00 USD	Connected via Walkway
	Loews Philadelphia Hotel	\$235.00 USD	1 Block or 0.1 Miles
	Philadelphia Downtown Courtyard	\$229.00 USD	3 Blocks or 0.2 Miles

Please complete the grid below indicating the number of rooms needed each night. Please note that bed type is a request and will be subject to the rooms available at the hotel at the time the guest checks in.

Day	Thu**	Fri**	Sat	Sun	Mon	Tue	Wed**	Thu**	Fri**
Date	May 5	May 6	May 7	May 9	May 9	May 10	May 11	May 12	May 13
Single									
Double									
Totals									

***Availability is very limited on these dates. Requests will be accommodated on a first come, first served space available basis.*

Credit Card Guarantee Information

All blocks required a credit card as a form of guarantee. In the event your company does not utilize all rooms blocked per the Block Performance/Cancellation Policy this card will be charged as explained in the policy.

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Credit Card Number: _____ Exp Date (must be after 6/1/11) _____

Name on Card: _____

I acknowledge that I have read and understand the Block Performance/Cancellation Policy as stated above and authorize any charges resulting from this policy to be applied to the credit card listed above.

Signature of Cardholder: _____ Date: _____