

November 6-8, 2001



Pasadena, California

HOTEL REGISTRATION

THIS FORM *MUST* BE RECEIVED BY: **October 8, 2001**

Read the instructions below before completing the form on the reverse side.

The Pasadena Convention and Visitors Bureau will make hotel assignments upon receipt of this official hotel registration form. **Reservations must be made *ONLY* through the Housing Bureau of the Pasadena Convention & Visitors Bureau to receive the conference-discounted rates.** Rooms are assigned based on the order received and your stated hotel preference. Please print or type all information and return promptly via fax (626) 844-0790 or mail to the Pasadena Convention & Visitors Bureau at 171 S. Los Robles Avenue, Pasadena, California 91101.

IMPORTANT HOUSING NOTES

- Use one form for each room reservation (not for each occupant). All items must be completed. Photocopies are acceptable. Please print clearly for proper mailing of acknowledgment notices.
- Reservations **WILL NOT** be accepted by phone at either the Housing Bureau or the hotels prior to **October 8, 2001**. You must send this form to the above address or fax number.
- Preference of hotels must be indicated. If a housing form is received with just one hotel preference and that property is full, the Housing Bureau will automatically place you at the next available property without prior notice.
- If you need to change your arrival and/or departure dates, or number and/or type of rooms after your housing application has been received and processed, you must make these changes by writing to the Housing Bureau prior to **October 8, 2001**. Any changes after that date must be made directly with the hotel.
- Reservations will not be processed if a method of payment is not included on the registration form. Credit cards are preferred, although, checks are also acceptable. Please make checks payable to the **Housing Bureau**.
- If a rooming list is being issued, all information must be accurate and received prior to **October 8th**. A credit card guarantee *must be submitted* with the rooming list with an authorized signature from the cardholder stating his/her approval.
- Cancellation of this registration form after **October 8th** must be made directly with the hotel 3 days prior to arrival or **deposit will be forfeited**.
- Room rates are subject to room tax of 12.11%.
- Hotel check-in is 3:00 p.m. Hotel check-out is Noon. A credit card may be required.
- Please contact the Housing Bureau at (626) 795-9311 if you have not received an acknowledgment within *30 days* of submitting your application.

Please complete the form on the reverse side.



PLEASE READ IMPORTANT NOTES BEFORE COMPLETING FORM BELOW.

HOTEL	SINGLE 1 bed, 1 person	DOUBLE 1 bed, 2 people	DOUBLE/DOUBLE 2 beds, 2 people	TRIPLE 2 beds, 3 people	QUAD 2 beds, 4 people
SHERATON PASADENA <i>(Adjacent to the conference center)</i> 303 E. Cordova Street <i>{Parking for overnight guests is currently \$7.00 [self-park] per day, subject to change without prior notice}</i>	\$129.00	\$129.00	\$129.00	\$144.00	\$159.00
HILTON PASADENA <i>(One block from the conference center)</i> 168 S. Los Robles Avenue <i>{Parking for overnight guests is currently \$10.00 [self-park] and \$12.00 [Valet] per day}</i>	\$165.00	\$175.00	\$175.00	\$200.00	\$225.00
DOUBLETREE PASADENA <i>(Three blocks from the conference center)</i> 191 N. Los Robles Avenue <i>{Parking for overnight guests is currently \$6.00 [self-park] and \$11.00 [Valet] per day}</i>	\$169.00	\$169.00	\$169.00	\$184.00	\$199.00
COURTYARD BY MARRIOTT <i>(Five+ blocks from the conference center)</i> 180 N. Fair Oaks Avenue <i>{Parking for overnight guests is currently \$9.00 [self-park] and \$9.00 [Valet] per day}</i>	\$129.00	\$129.00	\$129.00	\$129.00	\$129.00

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**IMPORTANT: Fill in all information and fax or mail immediately. Use only one form per room.
(Deadline: October 8, 2001)**

Name: _____
(First Name) (Last Name)

Daytime Phone: _____ Fax: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Arrival Date: _____ **Departure Date:** _____

Guest names: *{California State Law requires all additional occupants to be registered}*

Accommodations Desired:
 Single (1 bed) Double (1 bed) Double/Double (2 beds) Triple (2 beds) Quad (2 beds)
 (One person) (Two people) (Two people) (Three people) (Four people)

Please mark your hotel choice in the order of preference: *(exp. 1, 2, 3)*
 _____ **Sheraton** _____ **Hilton** _____ **Courtyard by Marriott** _____ **Doubletree**

Special Request(s) *(Based on availability)*: _____

A deposit for the first night's lodging must accompany this request. The deposit will be credited to your account and will assure reservations being held. Cancellation or alteration of this reservation must be made **3 days prior to arrival**; or deposit will be forfeited. **Room rate does not include a per night Bed Tax of 12.11%.**

Visa MasterCard American Express Diners Club Discover Check Number: _____

Card Number: _____ **Expiration Date:** _____

Signature (required): _____

Fax or mail your housing request with your deposit guarantee no later than **October 8th, 2001** to:
The Pasadena Convention and Visitors Bureau, Housing Department, 171 S. Los Robles, Pasadena, CA 91101.

Please make your check payable to the **HOUSING BUREAU**. The Pasadena Convention & Visitors Bureau will send out an acknowledgment notice once the hotel has processed your reservation. Please allow 3 weeks from the date faxed or mailed.

HOUSING FAX: (626) 844-0790