REQUEST FOR HOSPITALITY SUITE

Requests for Suites Open Thursday, June 30, 2011, Noon ET

Only organizations with space contracted in the exhibit hall, or Annual Meeting Patrons, are eligible to reserve guest room suites for hospitality suite purposes. **Suites may only be open: Sunday-Wednesday, 6am-8am and 5:30pm-10pm.** A hospitality suite does not count toward an exhibitor's housing allotment at the three Meeting hotels. Suites may be limited; requests are processed on a first come, first served basis in the order received. Suites range from $250 to $3,500. **Product demonstrations are not permitted in hospitality suites.** For more information, contact customer service at TRB@jspargo.com.

1. Contact Information: The TRB Housing Bureau will confirm suite reservation by email within seven (7) business days to the contact listed below.

Name: Organization:

Address 1: Address 2:

City: State: Zip/Postal Code:

Country: Email:

Telephone: Fax:

2. Hotel Choices: Please indicate order of preference (1st, 2nd, 3rd).

Washington Marriott Wardman Park _____ **Washington Hilton** _____ **Omni Shoreham**_____

Suite Type: ❑ 1 Bedroom ❑ 2 Bedroom

How many people should the parlor accommodate? _____ (For meeting or hospitality)

3. Suite Reservation: Occupant(s): _____

Arrival: Day _____ January _____, 2012

Departure: Day _____ January _____, 2012

Special Requests: (including preferred hotel suite name/number; availability cannot be guaranteed.)

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4. Deposit Information: A credit card to guarantee arrival is required for suite reservations. **This form will be returned if credit card information is not provided.** The credit card will not be charged at the time the reservation is made. The credit card, which must be valid through January 2012, will be charged if the reservation is not cancelled within 72 hours of arrival or if the traveler is a no-show. **(Purchase Orders are not accepted.)**

❑ American Express ❑ MasterCard ❑ VISA

Card #: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__| Expiration Date |__|__| / |__|__|

Print Card Holder Name: _____ Signature:_____

5. Changes/Cancellations: Prior to January 5, 2012, any changes or cancellations should be referred to the TRB Housing Bureau. All changes must be made in writing by email to the TRB Housing Bureau at: TRB@jspargo.com or fax at 703-631-2971. Between January 5-10, 2012, changes cannot be made to reservations by either the TRB Housing Bureau or the hotels. After January 10, 2012, contact your hotel directly for changes or cancellations. If cancellation occurs within 72 hours prior to arrival or the traveler is a no-show, the credit card used for arrival guarantee will be charged one night's room and tax.

6. Send Completed Forms to the TRB Housing Bureau: Print, complete, scan and email: TRB@jspargo.com, fax: 703-631-2971; or mail-overnight: J.Spargo/TRB Exhibitor Housing, 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030.