

HOTEL RESERVATION FORM: RENAISSANCE NASHVILLE HOTEL



STRUCTURES

CONGRESS & EXPOSITION

BUILDING
ON THE PAST:
SECURING
THE FUTURE

MAY 22-26, 2004

To Make Your
Reservation:

Please fax this
completed form to

**Renaissance
Nashville Hotel:**
(615) 525-1403

or

**Mail this completed
form to**

**Renaissance
Nashville Hotel**
611 Commerce Street
Nashville, TN 37203
(800) 327-6618

(If you fax, please do not
mail a hard copy.)

Last Name _____ First _____ MI _____

Mailing Address _____

City _____ State _____ Zip _____

Country _____

Telephone _____ Fax _____

E-mail _____

RENAISSANCE NASHVILLE HOTEL

Reserve by April 21 to obtain Congress Rate.

Arrival date: _____ Departure date: _____

Check-in: 3 PM Check-out: 12 Noon

ACCOMMODATIONS: (Please indicate preferences.)

Single/Double: **\$164** Non-Smoking

Government: **\$82/\$102** Smoking

RATES: Hotel rates are per room, per night. Local taxes are additional (14.25%).

Name of person sharing room: _____

(Send only one reservation request per room.)

Emergency Contact: If you are not staying at the host hotel, please provide a phone number where you can be reached during the Congress in case of emergency: (____) _____.

HOTEL DEADLINES / CANCELLATIONS:

To guarantee your reservation, please submit with this reservation form a deposit for one night's room plus tax using a major credit card, personal check or money order. Checks/money orders must be drawn on U.S. banks in U.S. currency and paid to the order of The Renaissance Nashville Hotel. You will receive a hotel acknowledgement within 14 working days of receipt of this form. Any changes or cancellations must be made in writing and faxed to the hotel at (615) 525-4103. RESERVATIONS **NOT GUARANTEED MAY BE SUBJECT TO CANCELLATION.**

To Pay Hotel Deposit by Credit Card, Please Complete This Section:

AMEX VISA MC DISC DINERS Total to be charged \$ _____

Card # _____ Exp. date _____

Signature _____ Government P.O. # _____

I agree to pay the above total amount according to the card-issuer agreement. I understand that IF I DO NOT ARRIVE OR CANCEL 72 HOURS PRIOR TO MY ARRIVAL DATE, I will be liable for my first night's room and tax, which will be billed to my credit card.

All Hotel Reservations must be made directly with the hotel and by April 21, 2004 to guarantee a room at the Special Congress Rate. Reservations made after April 21, 2004 will be accepted based on availability and may not be processed at the Special Congress Rate.



MAKE YOUR ROOM RESERVATION ON-LINE

Step 1: Visit the Renaissance Nashville Hotel Website at www.RenaissanceHotels.com

Step 2: Proceed to the "Hotel Search" feature on this webpage. Fill in the following information and click on the button marked "Find" once you have finished:

City: Nashville
State: Tennessee
Country: USA

Step 3: Proceed to the "Check Availability" option on this webpage next to the Renaissance Nashville Hotel.

Step 4: You will be prompted to enter your desired "Check In" and "Check Out" dates as well as the number of guests in your party. Please fill in this information as requested followed by your Marriott Rewards account number if applicable.

Step 5: Now that you have entered your date preferences etc., please scroll down to the bottom of this webpage and enter the applicable "Group Code" from the list below:

Single/Double: **SCE SCEA**
Government: **SCE SCEG**

Please note you must enter the applicable Group Code before you proceed to the next page to receive the special Congress rate for both your quote and room reservation.