

Audio Engineering Society 111th Convention

Official Attendee Housing Form

November 30 — December 3, 2001 ♦ Jacob K. Javits Center ♦ New York, NY

Housing Deadline: November 2, 2001

CONFIRMATION SHOULD BE MAILED TO: Please Type or Print Clearly

Name: _____
Company Name: _____
Address: _____
City/State (Country): _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

HOTEL PREFERENCE: (See attached listing of Official AES Hotels)

1. _____ 3. _____
2. _____ 4. _____

ROOM OCCUPANTS: (Copy this form if needed for additional names)

Room 1

Last Name/First Name: _____
Share with (if Applicable): _____
Arrival Date: _____ Departure Date: _____
Check Box: Single Double 1 Bed 2 Beds Smoking Non-smoking
(Requests such as bed type, smoking preferences or views will be on a request basis only. Information is forwarded to the hotel for their consideration)
Suite: If checked, an AES Housing consultant will contact you.
Special Requests: _____

Room 2

Last Name/First Name: _____
Share with (if Applicable): _____
Arrival Date: _____ Departure Date: _____
Check Box: Single Double 1 Bed 2 Beds Smoking Non-smoking
(Requests such as bed type, smoking preferences or views will be on a request basis only. Information is forwarded to the hotel for their consideration)
Suite: If checked, an AES Housing consultant will contact you.
Special Requests: _____

GUARANTEE AND DEPOSIT INFORMATION: No reservation will be processed without a guarantee

qAll reservations must be guaranteed with a valid credit card or a deposit check in the amount of \$200 US per room and \$400 US per suite (please make checks payable to *Convention Management Resources*).
qRequests will be honored on a first-come, first-served, space-available basis. Submit your request as soon as possible for the best chance of receiving one of your first four hotel choices.

Check Enclosed (US Funds) Check #: _____
Visa Mastercard American Express
Credit Card Number: _____ Exp. _____
Name on Card: _____
Signature of Cardholder: _____

All deposits are non-refundable 72 hours prior to arrival. If you do not cancel your reservation with at least 72 hours notice of your arrival date or fail to arrive on your confirmed date, your credit card will be charged in the amount of one nights room charge plus tax.

* Mail form to: **AES Housing , 33 New Montgomery, 14th Floor, San Francisco, CA 94105**
7 Or Fax form to: **(415) 979-2250 (Credit card payments only)**
(To speak to an AES Housing Service Consultant call between 9:00 a.m.-9:00 p.m., Eastern Time **(800) 483-2433 (US & Canada) or (415) 979-2296 (International)**)