

# EXHIBITOR SUITE RESERVATION FORM



2008 AANS ANNUAL MEETING | Chicago, IL | APRIL 26-MAY 1, 2008

Group Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Assigned Booth # \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
*(including country code if applicable)*  
Preferred E-mail Address \_\_\_\_\_

**Housing Deadline is March 7, 2008**

## PAYMENT INFORMATION

Visa  MasterCard  American Express

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Print name as it appears on credit card \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Upon check-in, you will be required to present a credit card for payment. If you use a corporate credit card number and you will not have the card with you at check-in, you will have to provide a copy of the front and back of the credit card and an authorization letter from the credit card holder.**

**A portion of your room rate will be used to help offset the cost of housing and registration services.**

## SUITE REQUEST

Special Needs

**Only one suite may be requested on each form.**

ROOM TYPE	THU 4.24.08	FRI 4.25.08	SAT 4.26.08	SUN 4.27.08	MON 4.28.08	TUES 4.29.08	WED 4.30.08

Purpose for the suite request \_\_\_\_\_  
Hotel \_\_\_\_\_ Suite Type \_\_\_\_\_ Rate \_\_\_\_\_  
Suite Occupant Name \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

*(Refer to suite information on the reverse side of this form for types and rates.)*

I have read and agree to abide by the terms as stated in the Cancellation Policy on the reverse side of this form.

Print Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Send this completed form to: AANS Housing Bureau, Attn. Housing Manager c/o Conference Technology Enhancements, P.O. Box 2686, Des Plaines, IL 60018 or fax completed form to: 800-713-0796 (U.S.) 847-297-5086 (International).

**Do not send forms via Federal Express, UPS or Airborne. The only overnight service that will deliver to this address is the U.S. Postal Service.**

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**IMPORTANT SUITE RESERVATION INSTRUCTIONS AND GUIDELINES**

This form should be used to reserve suites. If you wish to reserve standard rooms, use the Exhibitor Group Housing Form. Please complete this form and return it to the AANS Housing Bureau along with the suite occupant name and non-refundable credit card deposit by **March 7, 2008** to guarantee assignment of the suite. Every effort will be made to accommodate your needs.

**DEPOSIT INFORMATION**

Reservations for suites require a credit card guarantee of the first and last night's room rate, which will be used as your deposit. Credit card guarantees are non-refundable. Checks will not be accepted for deposit. Credit card guarantees and suite occupant names must be received no later than **March 7, 2008**. Failure to remit deposit and suite occupant name will result in the cancellation of your suite.

**GENERAL INFORMATION**

- Return this form as soon as possible, but no later than **March 7, 2008** to ensure your suite assignment.
- Once the suite has been assigned, the AANS Housing Bureau will send you an official confirmation of your reservation within 48 hours of your request. Please read your confirmation carefully.
- All suite reservations must be guaranteed with a first and last night's deposit. Failure to remit deposit will result in cancellation of your reservation. Complete credit card information on the reverse side of this form and send to the AANS Housing Bureau.
- If suite occupant names and deposits are not furnished by **March 7, 2008** your suite will be released for sale. The deposit is non-refundable.
- Confirmations will be sent via e-mail, fax (if no e-mail is provided) or mail (if no e-mail or fax are provided) by the AANS Housing Bureau within 48 hours of booking your reservation.

- Once your suite request has been processed, all reservation changes and/or cancellations must be made through the AANS Housing Bureau.

**CANCELLATION POLICY**

- Cancellation of a suite must be made in writing and sent via mail or fax to the AANS Housing Bureau  
Attention: Housing Manager  
c/o Conference Technology Enhancements  
P.O. Box 2686  
Des Plaines, IL 60018  
or fax to **800-713-0796** (U.S.) or **847-297-5086** (International).
- Deposits are non-refundable.
- Early check-out from your hotel (date different than what was originally submitted) may result in an "early departure fee" charged by the hotel. It is imperative that the information you provide the AANS Housing Bureau is accurate.

Listed below is available suite information for the **Sheraton Chicago Hotel & Towers and other official hotels within the AANS block.**

<b>Headquarters Hotel Suites, Sheraton Chicago Hotel &amp; Towers:</b>		
<b>Suite Type</b>	<b>Starting Price</b>	<b>Reception Capacity (if applicable)</b>
Ogden Suite	\$699	Receptions from 0 – 25
Hospitality Suite (3 Bay)	\$800	Receptions from 0 – 50
Hospitality Suite (6 Bay)	\$1500	Receptions from 0 – 150

<b>Other Hotel Suites:</b>		
<b>Fairmont Chicago</b>		
One Bedroom City View	\$469	Receptions from 0 – 15
One Bedroom Lake View	\$519	Receptions from 0 – 15
Grant Park Suite	\$1500	Receptions from 0 – 50
Lincoln Park Suite	\$1500	Receptions from 0 – 35
Presidential Suite	\$1700	Receptions from 0 – 75
The Fairmont Suite	\$3000	Receptions from 0 – 75
<b>Hilton Chicago</b>		
Jr. Suite,	\$359	
One Bedroom Suite	\$518	Receptions from 0 – 30
Two Bedroom Suite	\$777	Receptions from 0 – 30
<b>Hyatt Regency Chicago</b>		
Jr. Avenue Suite	\$700	Receptions from 0 – 25
Jr. Regency Suite	\$950	Receptions from 0 – 25
Avenue Suite +1 Bedroom	\$1200	Receptions from 0 – 25
Regency Suite +1 Bedroom	\$1500	Receptions from 0 – 25
State Suite +1 Bedroom	\$1600	Receptions from 0 – 25
Directors Suite	\$2300	Receptions from 0 – 25
Park Suite	\$2300	Receptions from 0 – 50
Astor Suite	\$2300	Receptions from 0 – 75
Plaza Suite	\$2800	Receptions from 0 – 25
Presidential Suite	\$4400	Receptions from 0 – 75
Monarch Suite	\$5900	Receptions from 0 – 150
<b>Hyatt Regency McCormick Place</b>		
Executive Suite	\$650	N/A
One Bedroom Skyline Suite	\$850	Receptions from 0 – 50

If you are interested in booking a suite at any other official AANS Annual Meeting hotel, please contact the AANS Housing Bureau at aans2008@cteusa.com or 800-713-0774 (U.S.) or 847-759-4260 (International).