



Association of College & Research Libraries  
14<sup>TH</sup> NATIONAL CONFERENCE

**Official Suite Housing Request Form - Exhibitors**  
**DEADLINE FOR SUBMISSION: FEBRUARY 6, 2009**

Note: Suite reservations must be made via this form. Online suite reservations are not available. Mail or fax to:

ACRL Housing Bureau  
568 Atrium Drive  
Vernon Hills, IL 60061  
Fax: (800) 521-6017; International Fax: (847) 996-5401

**PLEASE SEND CONFIRMATION TO:**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**RESERVATION DEPOSIT: CREDIT CARD GUARANTEE**

Name on credit card: \_\_\_\_\_

Type of Card: MasterCard    Visa    American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

**RESERVE A SUITE:**

*Note: ACRL Housing Desk will do its best to accommodate your first hotel choice. In the event your preferred hotels are not available, we will contact you to discuss alternate options.*

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

How many people will occupy this room for sleeping purposes? \_\_\_\_\_

How many bedrooms will you require? \_\_\_\_\_

Will you be entertaining in this suite? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many people will you need to accommodate? \_\_\_\_\_

Do you have any special requests for your suite?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESERVATION INFORMATION**

- A block of rooms for exhibitors has been set aside in all hotels. Rooms will be assigned in these blocks on a first-come/first-served basis and room availability for your arrival/departure dates.
- The ACRL Housing Bureau will confirm reservation requests within 72 hours of receipt of reservation.
- Reservations are not accepted without a credit card guarantee. Please complete the Reservation Deposit portion.
- If more than 10% of an exhibitor's block is cancelled after February 6, 2009, the exhibitor must pay all room nights and tax for cancelled persons in all hotels. *(ACRL is subject to substantial financial penalties if the room pick-up falls below what has been agreed upon contractually.)*

**Important Note:** Hotel confirmations will be sent from the Housing Bureau, **not** the hotel. Official ACRL National Conference hotels will not honor direct requests for reservations or confirmations.