

HOTEL INFORMATION

DEADLINE FOR RESERVATIONS: JULY 21, 2004

Fax: UNITY 2004 c/o WCTC Housing (506) 433-3033

Mail: UNITY 2004 c/o WCTC Housing
901 7th Street, NW
4th Floor
Washington, D.C. 20001
Telephone (866) 887-6709 or (506) 433-6836

Online: www.unityjournalists.org

HOW TO MAKE YOUR RESERVATIONS

- Contact WCTC/Passkey, the official UNITY housing company, until July 21, 2004. **Do not contact the hotels directly.**
- Complete all information requested and fax, mail or phone your request. You may also make reservations online through the UNITY web site at www.unityjournalists.org
- Book early to ensure your hotel preference.
- To ensure quick processing of your request, you must list all hotel choices.
- Acknowledgement will be sent by mail or fax (if number is entered below).

NAME OF CONVENTION: UNITY 2004

Conference Dates: August 4-8, 2004 • All information is required to process reservation.

Please Type or Print

Name		Title	
Company			
Address			
City		State	Zip Code
Telephone	Fax		E-mail
Arrival Date		Departure Date	

REQUESTED ROOM TYPE

Every attempt will be made to accommodate your requested room type.

- Single Double King Suite
 Double/Double Triple Quad

Number of Rooms Requested: _____

Special Requests:

- Smoking Handicap-Accessible
 Non-Smoking No preference

Hotel Preference:

Choice of hotel will be honored based on availability. An alternate hotel will be assigned if choices are unavailable.

#1 _____

#2 _____

#3 _____

METHOD OF PAYMENT

All reservations must be guaranteed.

- Visa MasterCard Discover AMEX
 Other: _____

Credit Card Account # _____

Name (as it appears on card) _____ Expiration Date _____

Authorized Signature _____

DEPOSIT: A one night room deposit, *plus 14.5% tax* is required for all reservations. The deposit amount is payable by *credit card only*. No reservation will be processed without a deposit.

CHANGES/CANCELLATIONS/REFUNDS: Prior to July 14th, all changes and cancellations should be made directly with the WCTC/Passkey. After July 21st, changes and cancellations should be made directly with the hotel. **A \$130 cancellation fee will be charged for cancellations made after July 1.**