ACCOMMODATIONS APPLICATION FORM

PLEASE DUPLICATE AS NECESSARY

WILLIAMSBURG

Marriott

Virginia Middle and High School Principals Conference & Exposition

Williamsburg Marriott
50 Kingsmill Road
Williamsburg, Virginia
June 22-25, 2003

Group Code: VAS

Sleeping Room Rates: $139.00 Single or Double Occupancy, plus 8.5% tax

☐ King Bed Smoking ☐ Two Double Beds Smoking ☐ No Preference
☐ King Bed Non Smoking ☐ Two Double Beds Non Smoking

Suites: Based on availability and assigned by VASSP. Contact VASSP for more information at 804.288.2777

Room types are not guaranteed, but every attempt will be made to accommodate your request.
Children sharing room with parents: 0 to 18 years - Complimentary

DATE OF ARRIVAL: _____ **DATE OF DEPARTURE**: _____

✓ Room confirmation will be sent to the following address:

NAME _____

ROOMMATE (if applicable) _____ No. of Adults _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAY TIME PHONE _____ (Area Code) FAX _____ (Area Code)

For a quicker and more efficient hotel check-in procedure, please indicate below the following information about the vehicle you will be driving:
License Plate # _____ Make/Model of Automobile _____

Hotel Room Accommodations:

Conference participants are responsible for their own hotel accommodations. Reservations will be accepted on a first-come-first serve- basis only on this Accommodation Application Form which should be mailed directly to Group Reservations. All room rates are flat fees except where noted. There is no charge for children through age 18 when they occupy the same room as their parents. Please note these rates are based on the reservation deadline of **May 22, 2003**. These special rates are available beginning June 21 and will be extended through June 28 based on a space availability basis. After the deadline date, all subsequent reservations will be subject to availability. The Group Reservation's Manager will send you written confirmation of your reservation. The Williamsburg Courtyard will be our official overflow hotel this year. Once the Williamsburg Marriott is filled, this completed form will be automatically sent to the Williamsburg Courtyard.

All reservations must be guaranteed by a first night's deposit. DO NOT SEND CASH. Make check or money order payable to the Williamsburg Marriott. Credit Card guarantees will be charged upon receipt.

AMEX _____ DISC _____ VISA _____ MC _____ DC _____

Card Number: _____ Exp. Date: _____

I authorize the Williamsburg Marriott to charge my account for one night's deposit and all applicable taxes. Check out time is 12:00 p.m. Rooms may not be available for check-in until 4:00 p.m.

Reservations request made by: _____ Date: _____

To cancel your reservation, call 757.220.2500. Deposits are refundable, provided notice of cancellation is received by the Williamsburg Marriott at least 72 hours prior to scheduled arrival.

Check in time is after 4:00 p.m. Check out time is before 12:00 noon.

MAIL RESERVATION REQUEST TO:

Group Reservations Manager
Williamsburg Marriott
50 Kingsmill Road
Williamsburg, VA 23185

Reservations are required to be made by mail only. Phone calls, facsimile, or personal delivery not permitted for this conference. Williamsburg Marriott room block accommodations at the *Conference Rate* are only for registered participants of the Virginia Middle and High School Principals Conference & Exposition. Thank you.