

**Virginia Middle and High School Principals
Conference & Exposition
Williamsburg Marriott
50 Kingsmill Road • Williamsburg, Virginia
June 28 – July 1, 2009**

Sleeping Room Rates: \$131.00 Single or Double Occupancy, plus 10 % tax +
\$2 occupancy tax per room per night

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

Williamsburg Marriott is a Smoke-Free Hotel.

King Bed Two Double Beds No Preference

Room types are not guaranteed, but every attempt will be made to accommodate your request.

Children sharing a room with parents: 0 to 18 years - Complimentary

DATE OF ARRIVAL _____

DATE OF DEPARTURE _____

Room confirmation will be sent to the following address:

NAME (please print) _____

ROOMMATE (if applicable) _____ NO. OF ADULTS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____ FAX _____ E-MAIL ADDRESS _____
(Area Code) (Area Code) (Room confirmation numbers will be sent to this e-mail address.)

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:

An advance deposit equal to one night's room rate is required to guarantee your reservation. 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 at the address below. 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 26, 2009**. These special rates are available beginning June 24 and will be extended through July 4 based on a space-availability basis. After the deadline date, all subsequent reservations will be subject to availability. Early mailing of reservations is highly recommended. The Group Reservations 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.

Deposit may be made with Visa, MasterCard, American Express, Diner's Club, and Discover, which will be charged when reservation request is received. If deposit is by check, payment must be received with this reservation request. **Deposit is refundable if notice of cancellation is received at least 24 hours prior to the scheduled arrival date.**

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

Credit Card No. _____ Expiration date _____

Visa___ MasterCard___ American Express___ Discover___ Diner's Club___

Reservations request made by: _____ Date: _____

Make check payable to "Williamsburg Marriott" and mail with this form to: **Group Reservations Manager
Williamsburg Marriott
50 Kingsmill Road
Williamsburg, VA 23185**

Reservations by mail only using this form - phone calls, facsimile, online, 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.