



SHERATON BIRMINGHAM HOTEL

2101 Richard Arrington Jr. Blvd., North, Birmingham, Alabama 35203 Ph (205)307.3080 - Fax (205) 307-3103

SHERATON BIRMINGHAM HOTEL IS PLEASED TO HOST:

Joint Leadership Development Conference SEPTEMBER 24-25, 2012

To secure a reservation, this form must be received by our reservation department by September 11, 2012. Requests received after this date will be accepted based on room and rate availability. **RESERVATION REQUESTS MUST BE ACCOMPANIED BY FULL PRE-PAYMENT FOR ALL ROOMS PLUS 17.5% FEE IN LIEU OF TAX PER ROOM. YOUR DEPOSIT WILL BE CHARGED AT THE TIME THE RESERVATION IS MADE.**

| | | | | | |
|---|---------|---------|---------|-----------|---|
| Room Type Preference: | Single | Double | Triple | Quadruple | Number of Guests: _____ |
| <input type="checkbox"/> Deluxe Guest Room 2 beds | \$99.00 | \$99.00 | \$99.00 | \$99.00 | <input type="checkbox"/> request ADA compliant room (1 king bed). |
| <input type="checkbox"/> Deluxe Guest Room 1 king bed | \$99.00 | \$99.00 | \$99.00 | \$99.00 | <input type="checkbox"/> bus parking (\$25.00 per night). |

Room type request will be noted and we will try to accommodate at check-in.

Check-In Time: 3:00 P.M. Check-Out Time: 12:00 P.M.

School Name: _____

Arrival Date: _____

Departure Date: _____

Telephone # _____

Fax # _____

Address: _____

Credit Card Name: _____

City/State/Zip: _____

Number: _____ Exp. Date _____

Security Code: _____

E-Mail Address: _____

Please charge full pre-payment for all rooms plus 17.5% fee in lieu of tax to the credit card listed above.

I understand that I am liable for one night's room rate plus 17.5% fee in lieu of tax (per room) which will be covered by my deposit in the event that I do not arrive, cancel less than 72 hours prior to arrival, or depart earlier than scheduled.

SIGNATURE OF CREDIT CARD HOLDER

- CHECK-IN TIME AFTER 3:00 P.M. CHECK-OUT TIME IS 12 NOON. Fee in lieu of tax is subject to change.
- Cancellation or modification of reservation must be made at least 72 HOURS prior to arrival to avoid forfeiture of deposit. Ask for and retain cancellation number until you receive refund of deposit.
- All hotel accounts are subject to credit arrangements at time of registration and payable at departure.
- Parking for all hotel guests is \$12.00 per day, allowing for unlimited access to the deck. Parking fees are added to the guest hotel bill daily. Valet parking is available at a cost of \$20.00 per day.
- Luggage and bell service is located in the hotel lobby at the Guest Services Desk.

For additional information or assistance please call 1-205.307.3080

Credit cards accepted: MasterCard, Visa, American Express, Carte Blanche/Diners Club, Discover, JCB
Directions: Exit 22nd Street on I-20/59 East or West. Hotel located on the corner of 9th Avenue North and Richard Arrington Jr. Boulevard North

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INSTRUCTIONS:

- 1) PLEASE FILL IN EACH ATTENDEES NAME AND THE ROOM ASSIGNMENT. ONLY 4 PEOPLE PER ROOM PER THE FIRE MARSHALL. DOUBLES WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS. KING ROOMS ARE THE ONLY ROOMS ALLOWED TO HAVE A ROLL AWAY BED (ONE ROLL AWAY PER ROOM)
- 2) UPON ARRIVAL, ONLY ADVISERS ARE TO COME TO THE HOTEL DESK FOR THE KEYS. PLEASE DO NOT UNLOAD THE BUS UNTIL KEYS HAVE BEEN DISTRIBUTED.
- 3) PLEASE PRINT ALL INFORMATION
- 4) PLEASE MAIL THIS FORM NO LATER THAN SEPTEMBER 11, 2012.

RATES PER ROOM, PER NIGHT (PLUS 17.5% FEE IN LIEU OF TAX)

SINGLE (1 PERSON) \$116.33 DOUBLE (2 PEOPLE) \$116.33
TRIPLE (3 PEOPLE) \$116.33 QUAD (4 PEOPLE) \$116.33

SCHOOL NAME:

| | |
|----------|----------|
| ROOM 1 | ROOM 4 |
| 1) _____ | 1) _____ |
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |
| 4) _____ | 4) _____ |
| ROOM 2 | ROOM 5 |
| 1) _____ | 1) _____ |
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |
| 4) _____ | 4) _____ |
| ROOM 3 | ROOM 6 |
| 1) _____ | 1) _____ |
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |
| 4) _____ | 4) _____ |

**SEND WITH THE FRIST PAGE

**IF YOU NEED ADDITIONAL SHEETS, PLEASE COPY THIS SHEET AND NUMBER THE ROOM ACCORDINGLY.

WHAT IS YOUR APPROXIMATE ARRIVAL TIME? _____

WHAT IS YOUR MODE OF TRANSPORTATION? _____

IF BUS, HOW MANY BUSES? _____

**Buses will park in the Best Western Parking lot located on the corner of Richard Arrington Jr. Blvd and 22nd street. Directly across from the Alabama Sports Hall of Fame.

**The Sheraton Birmingham Hotel will fax a copy of your invoice and confirmation numbers upon receipt of form and payment.

****Faxed forms will be accepted if paying by credit card at 205-307-3103.