

# 2018 AOCs Annual Meeting & Expo

May 6–9 | Minneapolis, Minnesota, USA



## HOTEL RESERVATION FORM

To take advantage of the discounted AOCs Annual Meeting rates, please make your reservation with Meet Minneapolis, the official AOCs Annual Meeting Housing Bureau, by April 6, 2018. Discounted room rates are available only by reserving directly with Meet Minneapolis and cannot be guaranteed after **April 6, 2018**.

### RESERVE BY PHONE:

(Individual reservations only)  
9:00 a.m. – 3:00 p.m. CST, Mon – Fri  
1-888-947-2233 Domestic  
1-612-767-8200 International callers

Please have your credit card number and your arrival and departure dates ready.

### RESERVE BY FAX:

1-612-767-8201

### RESERVE BY MAIL:

AOCs Housing Dept.  
250 Marquette Ave S., Suite  
1300 Minneapolis, MN 55401

Please do not send repeat submittals for the same requests and do not fax or mail a form for reservations that you have already made online or by phone, or you risk making duplicate reservations.

You may email [housing@minneapolis.org](mailto:housing@minneapolis.org) with any inquires, changes or cancels.

- Only completed forms are accepted.
- Room types are assigned on a first-come, first-served basis.
- Allow 2 business days to receive your hotel acknowledgement. Review all information for accuracy.
- If you have not received your hotel acknowledgement by Friday, April 6, 2018 please contact the AOCs Housing Department at [housing@minneapolis.org](mailto:housing@minneapolis.org).
- All reservation activity must come to the AOCs Housing Department through Thursday, **April 26 2018**.
- After Thursday, **April 26, 2018**, all reservations, changes and cancellations must be made directly with the hotel.

### CONTACT INFORMATION Please print clearly

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

Acknowledgements may not be received if email filters are in place, so please add [groupcampaigns@pkghlrss.com](mailto:groupcampaigns@pkghlrss.com) to your safe senders list.

### HOTEL PREFERENCE

Please rank hotels below in order of preference 1–6. If preferences are not indicated, assignment will be made based on availability. Rates below are for single/double/triple/quad occupancy and in US dollars. Current tax rate in Minneapolis is 13.4%.

____ Hilton Minneapolis – HQ	(2 blocks)	\$199/199/219/219
____ Millennium Hotel Minneapolis	(2 blocks)	\$195/195/215/235
____ DoubleTree Suites by Hilton	(4 blocks)	\$169/169/169/169
____ Hilton Garden Inn	(1 block)	\$169/169/179/189
____ Best Western Normandy	(5 blocks)	\$139/139/139/139
____ Holiday Inn Express	(1 block)	\$139/149/159/169

### ROOM TYPE REQUESTED

NOTE: All hotels are 100% non-smoking.

- Single (1 person/1 bed)       Double (2 persons/1 bed)       Double (2 persons/2 beds)  
 Triple (3 persons/2 beds)       Quad (4 persons/2 beds)  
 ADA compliant room      Other special needs: \_\_\_\_\_

### NAME(S) OF ALL OCCUPANTS INCLUDING SELF

Last Name	First Name	Arrival Date	Departure Date

Maximum room occupancy is four (4) per city code. Max occupancy in Hilton King room is three (3).

### GUARANTEE/CANCELLATION POLICY

A major credit card number OR a check for one night's room and tax (add 13.4%) is required to secure each room before a reservation can be processed. Credit cards are not charged to hold reservations. They are for guarantee purposes only. Cancellations after Friday, April 6, will be charged or forfeit a processing fee of US \$50. Cancellations made within 72 hours of scheduled arrival will be charged or forfeit one night's room and tax. A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive and have not been cancelled (no-show). Early departures after check-in are subject to penalty fees set by the hotel.

#### Please identify your method of guarantee below:

**CREDIT CARD:** (Expiration date must be valid through May 2018.)

- American Express     MasterCard     Visa     Diner's Club     Discover Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_ Signature \_\_\_\_\_

**CHECK:** Check Number \_\_\_\_\_ Amount \_\_\_\_\_

Checks must be received by Friday, April 6, 2018, and made payable to Meet Minneapolis. Reservations with a deposit guarantee, for which no check has been submitted, are subject to cancellation. Please base the amount of the check on 1st hotel preference. Note: Institutional purchase orders are NOT accepted. Cancel refunds to those who guaranteed accommodations with a check deposit, will be mailed after the event.