



BCMC HOUSING FORM

PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED. PLEASE PRINT CLEARLY.

INSTRUCTIONS: For best availability and immediate confirmation, make your reservation via the Internet. Faxed or mailed housing requests will take longer to process and choice hotels may not be available.

Reservations can be made by choosing one of the following methods:

- INTERNET:** Book your reservation online at: www.bcmshow.com
- FAX:** Send a completed form with credit card information, **one copy per room** to: **303/571-9435**.
- MAIL:** Reservations must be received by **9/5/08**. **One copy per room**. Mail completed form to:

BCMC Housing Bureau
1555 California St. Ste. 300
Denver, CO 80202

ROOM RATES/TAXES: To take advantage of the special BCMC Convention rates, be sure to book your reservation by **9/5/08**. After 9/5/08, the official BCMC blocks will be released and the hotels may charge significantly higher rates. All rates are per room, per night and are subject to a 14.85% tax (subject to change). The hotels will assign specific room types upon check-in, based upon availability. **PLEASE BE ADVISED THAT REQUESTS ARE NOT GUARANTEED.**

ACKNOWLEDGMENTS: Acknowledgments will be sent by the Housing Bureau after each reservation booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive an acknowledgment via email or fax within 5 days after **any** transaction, please contact the Housing Bureau at dmcvb-housing@denver.org or 303/892-1112 x 601 Mon-Fri 9a-4:45p Mtn. time excluding holidays. You may check your reservation at www.bcmshow.com as long as you included an email address on your initial booking. You will not receive a confirmation from the hotel.

MODIFICATIONS/CANCELLATIONS: Continue to modify and/or cancel reservations through 9/24/08 via email (dmcvb-housing@denver.org), fax, phone or the internet. Beginning 9/25/08, you must call the hotels directly.

Cancellation Policy: Rooms canceled after 9/5/08 will be subject to a \$25 cancellation fee. One night's room plus tax deposit will be forfeited if your entire reservation is not canceled 72 hours prior to your scheduled arrival.

HOTEL INFORMATION:

ARRIVAL DATE _____ DEPARTURE DATE _____

HOTEL SELECTION: Rooms are assigned on a first-come, first-served basis. Every effort will be made to meet your requests but an alternate hotel will be assigned if necessary.

RANK HOTELS IN ORDER OF PREFERENCE: #1 first choice, #2 second choice

HYATT REGENCY DENVER at Colorado Convention Center
 All rooms are non-smoking.
 (Sgl/DbI-\$185 - Triple \$235 - Quad \$260)

GRAND HYATT DENVER
 Smoking rooms available.
 (Sgl/DbI-\$189 - Triple \$214 - Quad-\$239)

ROOM TYPE: (Please circle correct number below.)

Smoking Non-smoking

NUMBER OF PEOPLE IN ROOM: 1, 2, 3, 4 **NUMBER OF BEDS IN ROOM:** 1, 2 (2 beds max.)

LIST ALL OCCUPANTS IN ROOM (Include yourself):

1. _____
FIRST LAST
2. _____
FIRST LAST
3. _____
FIRST LAST
4. _____
FIRST LAST

SPECIAL NEEDS: _____

DEPOSIT INFORMATION:

HOTELS MAY REQUIRE A DEPOSIT OF ONE NIGHT'S ROOM RENTAL PLUS 14.85% TAX (Subject to change) WITH EACH RESERVATION REQUEST. **Please note checks will not be accepted.** All reservations require a valid credit card. Requests received without a credit card will not be processed.

* **CREDIT CARD** - Please be advised that the credit card must be valid through the dates of the convention or your reservation will not be processed. Deposits may be charged to your credit card on or after 9/5/08.

VISA MASTERCARD AMEX DISCOVER DINERS

CARD NUMBER _____ EXP. DATE (VALID OCTOBER 2008) _____

CARDHOLDER _____ SIGNATURE _____

SEND ACKNOWLEDGEMENT TO:

EMAIL _____

NAME _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

COUNTRY _____

PHONE _____

FAX _____

If outside the USA, provide country & city codes along with the telephone numbers.

PLEASE FAX OR MAIL THIS FORM TO THE:

BCMC Housing Bureau
1555 California St. Ste. 300 • Denver, CO 80202
Fax 303/571-9435

