

Expo Company Group Housing Form



HOUSING DEADLINE: July 13, 2012

A. COMPANY PROFILE *(Please print)*

Company Name (Official Name of Exhibiting Company)

Primary Contact Person First Name Last Name

Address

City State Zip Code Country

Phone Number Fax Number Email

B. HOTEL PREFERENCES:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

C. ROOM/SUITE REQUEST: *Please indicate the number of rooms required by type, for each night.*

ROOM TYPE	Tues 9/18 (Exhib. Move-In 9am-5pm)	Wed 9/19 (Exhib. Move-In 9am-5pm)	Thurs 9/20 (Hall hrs 5-9pm)	Fri 9/21 (Hall hrs 11:30 am-6pm)	Sat 9/22 (Hall 9am-4pm; Move-Out 4-8pm)	Sun 9/23 (Move-Out 9am-5 pm)	Mon 9/24 (Move-Out 9am- 12pm)
Single (1 person/1 bed)							
Double (2 persons/1 bed)							
Db/Db (2 persons/2 beds)							
One Bedroom Suite*							

*An AARP Housing Consultant will contact you regarding your suite needs.

GENERAL INFORMATION

- All reservation requests require a credit card to reserve the room(s).
- On **March 2, 2012**, a deposit equal to one night's room and tax will be charged to the credit card provided.
- A letter of confirmation will be sent to the group contact 10-14 business days upon receipt of guarantee and completed form.
- Rooming list must be furnished by **July 13, 2012**. After this date, any remaining rooms from your original block will be released. Additional requests will be subject to availability.
- **The last day to submit changes and/or cancellations: September 7, 2012, prior to 5:00 p.m. Central Standard Time.**
- **In order to confirm your most current reservation information, you must continue to make all requests and changes with AARP's Housing Services through September 7.** Please **DO NOT** contact the hotel until after this date. Though every effort will be made to accommodate requests for additional nights, these changes are subject to hotel's availability at the time the request is received.

American Express MasterCard VISA Check Enclosed (US Funds Only)

Company Name (Official Name of Exhibiting Company)

Print person's name as it appears on the credit card

Credit Card Number

Expiration Date

Signature

Please be advised that there have been occurrences of illegitimate "housing services" vendors contacting AARP exhibiting companies, claiming to be approved by AARP and offering to reserve your rooms "as they are in short supply."

- **The official AARP Housing Bureau is Wyndham Jade.** Should any other company contact you claiming to be working on behalf of AARP, please ignore their solicitation and forward the email or information to AARP@wyndhamjade.com so that we may work as a team to stop these solicitations.
- Please note that these "poaching" housing companies generally require full prepayment for all rooms reserved, with no recourse for changes, cancellations, etc. AARP and Wyndham Jade are not able to assist on-site with any challenges incurred from booking with one of these non-authorized organizations. We are aware of cases where groups book through these "poachers," arrive on-site, and there is no record of any reservation. The groups were deceived into believing their bookings were fully prepaid.
- Remember, the only AARP-preferred vendors are those that will be included in our exhibitor service manual, which will be available approximately 90 days before Life@50+.

Specific housing concerns or questions should be directed to Wyndham Jade at **1-800-844-3508** or aarpsande@wyndhamjade.com.

Please book early to secure your hotel reservations. For information regarding government rates please call:

AARP Registration & Housing
Domestic: 1-800-844-3508
International: 972-349-7621
Fax: 972-349-7715
aarpsande@wyndhamjade.com

If paying by check, mail to:
AARP Registration & Housing
P.O. Box 93117
Long Beach, CA 90809-3117