



OCTOBER 10 - 13, 2007
NORTHERN KENTUCKY CONVENTION CENTER
HOTEL RESERVATION FORM

HOUSING INSTRUCTIONS

For best availability and immediate confirmation, make your reservation via internet or by fax. Faxed housing requests will take longer to process and choice hotels may not be available.

INTERNET Visit the KLC web site at www.klc.org

FAX Only fully completed forms will be accepted by fax at 859-655-4169. Use one form per request, make copies as needed.

ACKNOWLEDGEMENTS

The KLC Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. Email confirmations will be sent within 72 hours of reservation being processed, fax and mail confirmations in 10-14 days. If you do not receive your acknowledgement in this time frame, please contact the KLC Housing Bureau. You may also check your reservation via the internet at www.klc.org regardless of how you booked your reservation. **You will not receive a confirmation from the hotel.**

ROOM RATES/TAXES

To take advantage of the special KLC rates, please book your reservation by September 9, 2007. After that date, KLC room blocks will be released and hotels may charge higher rates.

All rates are per room and are subject to 11.24% tax, (subject to change).

When making reservation requests. Special requests cannot be guaranteed, however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

CHANGES/CANCELLATIONS/REFUNDS

Reservations may be changed or cancelled until September 9, 2007 without penalty. Changes and cancellations received after September 9, 2007 will be assessed a \$25.00 processing fee. Continue to use the KLC Housing Bureau for all changes and cancellations until September 9, 2007 at www.klc.org or by faxing 859-655-4169.

Do not contact the hotels directly until after DEADLINE.

*****Contact Arlene Nance for any requests for suites at 859-977-3700!!!***

GUEST INFORMATION

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET (www.klc.org) or fax form Attention: Carla at 859-655-4169

| | | | |
|--|------|-----------------------|--|
| Arrival Date | | Departure Date | |
| First Name | M.I. | Last Name | |
| E-mail Address: | | | |
| Daytime Phone: | | Fax: | |
| If providing international numbers, please include country and city access numbers | | | |
| Company | | | |
| Address | | | |
| Address 2 | | | |
| City/State/Province | | | |
| Zip/Postal Code, Country | | | |

HOTEL SELECTION

Please list three choices in order of preference. Marriott RiverCenter \$151.00 (**Non-Smoking Hotel**)
 Embassy Suites RiverCenter \$155.00
 Radisson Hotel Riverfront \$109.00

| | |
|-------|--------|
| First | Second |
| Third | Fourth |

If all requested hotels are unavailable, a reservation will be made at the next available hotel.

Please indicate criteria for choices:

| | |
|----------------------|------------------------------|
| Comparable room rate | Proximity to conference site |
|----------------------|------------------------------|

| | |
|----------------|---------------------|
| # of occupants | # of beds requested |
|----------------|---------------------|

List all room occupants:

| | |
|--|--|
| | |
| | |

| | | | |
|--------------------------|--|--------------------------|--------------------------|
| <input type="checkbox"/> | Check here if you have a disability requiring special services | <input type="checkbox"/> | Non smoking room request |
|--------------------------|--|--------------------------|--------------------------|

Special requests:

CREDIT CARD INFORMATION

All reservations requests must be accompanied by a valid credit card number. Housing Forms received without a valid credit card will not be processed. Faxed requests must include a valid credit card.

| | |
|-------------------------|-----------|
| American Express | Discover |
| MasterCard | Visa |
| Card Number | Exp. Date |
| Name on Credit Card | |
| Cardholder's Signature* | |

*** Necessary to process reservation**