



# ESA 98<sup>th</sup> Annual Meeting

August 4-9, 2013

## HOUSING FORM

### RESERVE ONLINE:

<http://www.esa.org/esa/>

### RESERVE BY PHONE:

9:00am – 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 MAIL:

ESA Housing Department  
c/o Meet Minneapolis  
250 Marquette Ave S., Suite 1300  
Minneapolis, MN 55401

### RESERVE BY FAX:

1-612-767-8201

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

*Only submit room request(s) once. By submitting multiple methods, you risk making duplicate reservations.*

- If more than one room is required, please photocopy this form to make additional requests.
- Only completed forms will be accepted.
- Room types are assigned on a first-come, first-served basis.
- If your preferred hotel is not available, you will be assigned to the alternative hotel.
- Allow up to 2 business days to receive an acknowledgement for your accommodations. Review all information for accuracy.
- If you have not received an acknowledgement by July 5, 2013 please contact the ESA Housing Department at [housing@minneapolis.org](mailto:housing@minneapolis.org)
- The deadline is July 5, 2013. Reserve your room by Friday, July 5, 2013 to receive the group discount on a space-available basis.

**DEADLINE:**  
**Friday**  
**July 5, 2013**

### CONTACT INFORMATION:

*Please print clearly to avoid delays in assignment*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail 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 sender list.*

### HOTEL PREFERENCE:

Single / Double / Triple / Quad Occupancy

- Hilton Minneapolis      \$189   199   219   239  
 Hyatt Regency Minneapolis      \$ 174   194   204   214

*Rates do not include taxes of 13.40% subject to change.*

### NAME(S) OF ALL OCCUPANTS SHARING ROOM, INCLUDING SELF:

Last Name	First Name	Arrival Date	Departure Date
Maximum occupancy is four(4) per city code			

*If you wish a second acknowledgement to be sent to someone other than the contact above, please provide email address:*

Additional email address: \_\_\_\_\_

### ROOM TYPE REQUESTED:

- King Bed       2 Double Beds      **Both Hilton and Hyatt are completely non-smoking hotels.**  
 Wheelchair Accessible      Other: \_\_\_\_\_

**Number of guests in room:    1    2    3    4**

### GUARANTEE/CANCELLATION POLICY:

A guarantee is required to book a guest room reservation. Please identify your method of guarantee below. Early departures are subject to penalty fees set by the hotel. A charge of one night's room and tax will be applied or forfeited on reservations that do not arrive (no-show) and have not been cancelled.

### CREDIT CARD:

Cancellations after July 5 will be charged \$25. Cancellations within 72 hours of the day of arrival will be charged one night's room and tax. Credit cards will only be charged if cancelled within the penalty period.

- American Express     MasterCard     Visa     Diner's Club     Discover Card

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSV # \_\_\_\_\_

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

### CHECK: Check Enclosed

Checks must be made payable to Meet Minneapolis. Meet Minneapolis must receive checks by Friday, July 5, 2013. Cancellations after July 5 will forfeit \$25. Cancellations within 72 hours of the day of arrival will forfeit one night's room and tax. Eligible refunds on cancellations made before the penalty period will be mailed after the end of the event.