



254th American Chemical Society National Meeting & Exposition
August 20-24, 2017
Washington, DC

OFFICIAL HOTEL RESERVATION FORM • FORM DEADLINE: JULY 17, 2017

CONTACT INFORMATION

FIRST NAME	LAST NAME		
COMPANY			
MAILING ADDRESS	CITY	STATE/PROVINCE	ZIP CODE/COUNTRY
EMAIL ADDRESS	PHONE NUMBER	FAX NUMBER	

HOTEL SELECTION: Please list 4 choices in order of preference. Please reference the Official Hotels listing document.

1.	2.
3.	4.

Arrival Date: _____ Departure Date: _____

ROOM TYPE Single (1 bed/1 person) Double (1 bed/2 persons) Double (2 beds/2 persons) Triple (2 beds/3 persons) Quad (2 beds/4 persons)

List names of all room occupants: 1. _____ 2. _____
 3. _____ 4. _____

Check here if you have a disability requiring special services

Special Requests: _____

- **NOTE: Your requests will be honored based on availability. There is no guarantee.**

IMPORTANT INFORMATION

DEPOSIT/CANCELLATION POLICY:

All reservations require a credit card guarantee. If paying by credit card, a one night's room and tax may be reflected on your credit card statement as early as July 25, 2017 (subject to change). Cancellations must be made at least 72 hours prior to scheduled date of arrival at the hotel for refund of one night's room and tax deposit. In addition to this cancellation policy, the housing bureau, ConferenceDirect, will charge a \$25 cancellation fee for any cancellations made on or after July 25, 2017. Should you cancel, this charge will appear on your credit card statement as "ConferenceDirect LLC."

CHECK PAYMENT POLICY: Checks may include the first night's room rate plus tax to hold the reservation, or the expected full amount for all rooms for all nights. When sending check(s) for multiple rooms, please list the names and acknowledgment numbers corresponding to each reservation that the check applies to. **When paying by check, remember to bring a credit card or cash to the hotel to cover incidental charges to the room(s).**

- **By July 14th:** Make all checks payable to ACS/ConferenceDirect and mail to: **5600 Seventy Seven Center Drive, Suite 240, Charlotte, NC 28217. CHECKS MUST BE RECEIVED BY July 14th, 2017.**
- **July 14th Through July 28th:** Make all checks payable to the HOTEL and mail them directly to the HOTEL where your reservation is being held. Be sure to include "ACS" and your ConferenceDirect Acknowledgement Number on the check, and attach your acknowledgement / invoice indicating the names corresponding to each reservation. **Until the hotel has received your check, make sure you have guaranteed your reservation(s) with a credit card. PLEASE MAKE SURE YOU HAVE SENT YOUR CHECK DIRECTLY TO THE HOTEL BY July 28th TO ALLOW TIME FOR PROCESSING.**

CREDIT CARD AUTHORIZATION

Credit card Information (for Deposit): American Express MasterCard VISA Discover

Card # _____ Exp. Date _____

Cardholder Name (Please Print) _____

Cardholder Signature _____

*Your hotel reserves the right to charge this card a deposit equal to one night's room and tax for each reservation on or after July 25, 2017.

PLEASE RETURN COMPLETED FORM TO CONFERENCEDIRECT BY FAX AT +1 (704) 927-1439 OR CALL ACS HOUSING DIRECTLY TO MAKE YOUR RESERVATION.

HOUSING BUREAU CONTACT INFORMATION:

SUPPORT EMAIL: acshousing@conferencedirect.com

PHONE: (844) 293-7040 US Toll-Free or (704) 837-4855 International
 MON-FRI 8:30 am – 9:00 pm EDT

MAIL: ConferenceDirect
 5600 Seventy-Seven Center Drive, Suite 240
 Charlotte, NC 28217

FAX: (704) 927-1439