RING IN THE FUTURE OF ASPE

2010 ASPE Convention & Engineered Plumbing Exposition

Philadelphia, PA October 30 - November 3, 2010

HOUSING FORM

Hotel Registration & Confirmation Information

Name: _____
First Name M.I. Last Name ❒ P.E. ❒ CET ❒ CPD ❒FASPE ❒ LEED

Title: _____

Organization: _____

Billing Address: _____

City: _____ **State/Province:** _____ **Zip:** |___|___|___|___|___|-|___|___|___|___|

Country: _____ **Postal Code:** _____ **E-Mail (Required):** _____

Daytime Phone Number: _____ **Fax Number:** _____

Arrival Date: _____/_____ **Time:** _____ am pm **Departure Date:** _____/_____ **Time:** _____ am pm

Are you Physically Challenged or need other Special Room Requirements? ❒ YES
Please describe requirements: _____

Convention Hotels and Rates (see map below):

Note: Room rates **do not** include 15.2% room taxes (state, local and assessment). Hotel parking additional cost.

Map #	Hotel Name & Address	Room Rates Sngl/Dbl
1	**Downtown Marriott Hotel**** — (1201 Market Street)	$159 sngl/dbl
2	**Marriott Courtyard Hotel** — (21 N. Juniper Street)	$147 sngl/dbl
3	**Lowes Hotel** — (1200 Market Street)	$129 sngl/dbl
4	**Hampton Inn** — (1301 Race Street)	$119 sngl/dbl

** Headquarters hotel. This is where the Board of Directors will be housed, is the location of a majority of Exhibitor Hospitality and the Tuesday Banquet (TBA).

DO NOT SEND THIS HOUSING FORM OR PAYMENT TO THE ASPE OFFICE.

Return Hotel Reservation Form By Fax or E-Mail to:
ASPE 2010 Housing Bureau
Fax: (847)635-3360 ◆ E-mail: aspehousing@aspe.org
The housing bureau will send confirmation via E-mail.
(If you do not receive e-mail acknowledgement in 3 days or so, be sure to check you spam box before contacting the housing bureau.)
FOR FASTEST PROCESSING, MAKE YOUR RESERVATION USING THE INTERNET AT HOUSING.ASPE.ORG
If you have questions e-mail the Housing Bureau at aspehousing@aspe.org

Hotel and Room Preferences:

Please list your choices of hotels, in order of preference, and the preferred type of room. All room requests are processed on a first–come, first–reserved basis and cannot be guaranteed. While every effort will be made to provide you with your Bed-type room preference, hotels assign room based on the availability during actual check-in.

Hotel Preference (See hotels and map on left)
1st Choice _____
2nd Choice _____
3rd Choice _____
Special Room Types
❒ One Bedroom Suite*
❒ Two Bedroom Suite*
❒ Hospitality Suite*

Type of Room
❒ Single (1 person)
❒ Double (2 pers; 1 bed)
❒ King ❒ Queen
❒ Dbl/Dbl (2 pers, 2 beds)
❒ Triple (3 persons, 2 beds)
❒ Quad (4 persons, 2 beds)
❒ Other: _____

If your preferences are not available, you will be assigned to the next available hotel. If no option is specified, the next hotel will be assigned based on availability. Bed type preferences will be on a first- come first-assigned basis.

Smoking Room Preference: Most hotels are now non-smoking hotels. You may provide a preference; however, there is little chance of finding a smoking room. ❒ Smoking ❒ Non–Smoking

* For suite information and availability at any of the hotels, please contact ASPE's Jinnie Yoo, Meeting Coordinator at (847) 296-0002 who will help arrange for a suite. All Hospitality Suite requests require approval from the ASPE office and are first provided for Exhibitors. Hotels will contact you directly regarding any additional deposit.

Guarantee Information: A credit card must be provided with each reservation request. **Requests received without a valid credit card number will be returned and will not be processed.** Please fill out the credit card information including expiration date. Credit cards must be **valid through November 2010** in order to be considered a proper guarantee.

Name: (as on card: pls. print): _____
Cardholder's Signature: _____
Card Number: |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|
❒ VISA ❒ MasterCard ❒ AMEX ❒ Discover Exp. Date: _____/_____

Notice: Your credit card is used to guarantee the required hotel deposit amount.
CVV stands for credit card verification value. The CVV is a 3 or 4 digit code embossed or

Don't delay. Get your reservation in as quickly as possible. All room reservation requests will be processed and given priority in the order received by the ASPE Housing Bureau.

Acknowledgement or Confirmation. An acknowledgement or a confirmation will be sent after each reservation booking, modification and/or cancellation. **Review the acknowledgement/confirmation carefully for accuracy.** If you do not receive an acknowledgement or a confirmation via e-mail, fax or mail within 14 days after any transaction, please contact the ASPE Housing Bureau by Fax: (847) 635-3360 or E-mail to: aspehousing@aspe.org. All changes, new reservations or cancellations MUST be made by e-mail, fax, or online.

Modification/Cancellation. Reservation requests, modifications and/or cancellations must be made via e-mail, fax, or online, to the ASPE Housing Bureau by September 24, 2010 at 5:00 pm Central Standard Time — with no penalty. After this date, direct all changes to the designated hotel. Any cancellations made within 72 hours of scheduled arrival date are subject to forfeiture of one night's room and tax that will be charged to your credit card. **Do not contact your hotel until September 25th or until the hotel has sent you its own confirmation, as they will not have a record of your reservation until then.**

Convention Room Rates. To take advantage of the special ASPE Conference room rates, book your reservation by September 24, 2010. ASPE cannot guarantee convention room rates and availability at the convention hotels after September 24, 2010. After this date, the official ASPE room blocks will be released and the hotels may charge significantly higher rates. Reservation requests, cancellations or changes must be sent directly to the ASPE Housing Bureau up to September 24, 2010.

Reservation Deadline is September 24, 2010. After this date the ASPE Housing Bureau will no longer be able to process reservations or changes. Individuals will be required to contact the hotels directly — be sure you have a hotel confirmation letter or form.

For Fastest Hotel Reservations . . .
Go Online at housing.aspe.org

MAKE A COPY OF THIS HOTEL REGISTRATION FORM FOR YOUR FILES