

Georgia Municipal Association's Name Badge & Housing Form

Savannah International Trade Center – Savannah, GA

June 22 - 25, 2013

Badge Registration Deadline: June 7, 2013

***ALL EXHIBITOR BOOTH PERSONNEL** must be officially badged to gain admittance to this event. This form must be used to obtain EXHIBITOR BADGES for any employee of your company who will be ACTUALLY STAFFING YOUR EXHIBIT during the Exposition move-in, show open, and/or move-out hours. (PHOTOCOPY AS NEEDED) Each exhibiting company will be allotted five (5) exhibitor badges for booth personnel per 10'X10' booth unit purchased. Additional badges over and above the allotted complimentary quantity will be required to pay a cost of \$10.00 per each additional badge.

Please complete the section below to obtain the Exhibitor Booth Personnel Badge.

If you require housing, please also complete the section to the right.

Name _____

Title _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Booth Number _____

Check one:

_____ Complimentary Badge _____ Paid Badge (\$10)

Credit Card Authorization: GMA Meeting Services is authorized to use the card below to pay applicable registration fees.

Name Badge Fee Payment Information:

- Charge my NAME BADGE FEES to VISA, MASTERCARD or AMEX listed below
- Check for NAME BADGE FEES made payable to **Georgia Municipal Association**

Credit Card Number _____

Credit Card Expiration Date _____

Card Holder Name _____

Card Holder Signature _____

All badge changes and cancellations must be done in writing online or sent to gmaregandhousing@jspargo.com by June 7, 2013.

Return Conference Name Badge and Housing Form to:

Fax: 703 631-6288 (Credit Card Only)

Mail: GMA Meeting Services
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030

For more information: Telephone: (703) 449-6418

E-mail: gmaregandhousing@jspargo.com

HOTEL RESERVATIONS REQUEST

Your booth number is required to reserve a hotel room.

- Please make my hotel reservation as indicated below using Booth # _____.
- I do not require hotel accommodations at any of the hotels listed below.
- Please contact me regarding suite information.

Arrival Date: _____ Departure Date: _____

My room preference is

Two Double Beds One King Bed Smoking Room

Please note: GMA cannot guarantee bed type or special requests. Please confirm your request with the hotel upon check in.

Please mark at least six (6) choices ranking them in order of preference. Shuttle service will be provided to historic district hotels (all hotels except Westin) and water taxi service is available from the Marriott Riverfront and Hyatt. Some hotel rates are higher for more than 2 occupants.

	Hotel	Sgl/ Dbl	Parking (self)
	Andaz (formerly Avia)	\$190	\$15
	Doubletree Hotel Historic Savannah	\$175	\$12
	Hampton Inn and Suites Savannah Historic District (MLK)	\$162	\$8
	Hampton Inn Savannah Historic District (Bay St.)	\$179	\$12
	Hilton Garden Inn Savannah Historic District	\$164	\$12
	Hilton Savannah DeSoto	\$164	\$15
	Holiday Inn Express Savannah Historic District	\$179	\$12
	Hyatt Regency Savannah	\$205	\$12
	Mulberry Inn	\$179	\$12
	Savannah Marriott Riverfront	\$193	\$10
	Westin Savannah Harbor Golf Resort and Spa	\$214	\$18

River View rooms at Hyatt, Marriott and Westin are subject to availability and an additional fee per night. Please indicate "River View" on form if you want the request submitted to Hotel.

Room Deposit: Westin requires a two-night deposit. The Avia Hotel, Doubletree, Hilton Garden Inn, Hampton Inn (Bay Street), Hampton Inn (MLK) Hilton DeSoto, Holiday Inn Express, Hyatt, Marriott, Mulberry, and Staybridge require a one-night deposit all of which is refundable if cancelled at least seventy-two (72) hours prior to arrival. Most hotels charge a fee for early departure.

All hotel changes and cancellations must be made in writing via fax to (703) 631-6288 or e-mail: gmaregandhousing@jspargo.com by May 28, 2013. After this date, please contact the assigned hotel directly.

Visa MC AMEX

_____ Exp. _____

Name on Card: _____

Signature: _____

By signing above, I hereby agree to pay total fee amounts according to card issuer's agreement.

I will guarantee my hotel reservation(s) by check. Check deposits for hotel room guarantee *must* be mailed *directly to the hotel* stated on your acknowledgement letter *after* May 28, 2013 and *before* June 10, 2013. Please be sure to include a copy of your acknowledgement letter for proper application of funds.