



## SID Housing Rules and Authorization for 2009 – San Antonio, Texas

Housing rules for SID 2009 are as follows. Please read the following carefully to avoid any misunderstandings. These rules have been placed in effect because of a large number of reservations being canceled at the last minute in each of the last several years. In order to get low hotel rates SID has to guarantee that a specific number of rooms will be filled at each of the block hotels. SID must pay for these rooms if they are not occupied. In previous years all the rooms in the SID block were reserved by the cutoff date, so, as a service to our attendees, we obtained extra rooms in other hotels to house the additional attendees. A few days before the conference was to begin, sufficient attendees either canceled or shortened their reservations so that SID no longer met its contractual obligations and therefore had to pay a substantial fee to the hotel. The rules below are designed to give SID enough time to replace any cancellations and cover the guarantees.

### **To reserve rooms**

A hotel acknowledgment will be issued upon receipt of this signed housing form by:

- downloading the PDF, signing, scanning and emailing it to [sid@globtrottermgmt.com](mailto:sid@globtrottermgmt.com)
- downloading the PDF, signing and faxing it to 301-570-9514
- completing your reservation online by checking the box agreeing to all of the terms and conditions listed below

1. All reservations require either:

- a signed credit card authorization with an expiration date of 07/09 or beyond or
- a check or bank transfer for the full payment of the reserved room nights

**Note:** Checks should be made payable to Globetrotter Travel, drawn on a U.S. Bank, in U.S. funds only.

Bank transfers are subject to additional bank service charges, and should be sent in U.S. funds only.

***The use of credit cards is highly recommended.***

2. **1 to 4 rooms** Reservations changed or canceled after **Monday, April 20, 2009, 4 PM Eastern Daylight Time (EDT)** are \*\*\***subject to full payment** of all reserved room nights plus tax.

**No refunds after April 20, 2009.**

3. **5 or more rooms** Reservations changed or canceled after **Monday, April 13, 2009, 4 PM Eastern Daylight Time (EDT)** are \*\*\***subject to full payment** of all reserved room nights plus tax.

**No refunds after April 13, 2009.**

4. All cancellations and/or name changes to reservations must be made with Globetrotter. \*\*\*If you do not cancel your reservation by the cut off dates listed above and:

- a. SID does **not** incur any attrition liability the credit card will not be charged or your check/bank transfer will be returned
- b. SID **does incur** attrition liability the credit card will be charged up to the maximum amount equaling the room rate for your canceled nights plus tax.

**Note: Shortening the length of your stay after the cutoff dates listed above is considered cancellation of those room nights. Notification of charges will be emailed to the authorizing party signing the agreement.**

## SID Housing Rules Acceptance and Credit Card Authorization

**Please print all information clearly**

I \_\_\_\_\_, the authorized representative of \_\_\_\_\_, agree to the SID 2009 Housing Rules.

I submit the following credit card and billing information as guarantee for rooms:

(Check type)    \_\_\_ AMEX    \_\_\_ MC    \_\_\_ VISA    \_\_\_ DINER'S CLUB    \_\_\_ DISCOVER

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE OR PROVINCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I ALSO ACKNOWLEDGE THAT IF ROOMS ARE NOT CANCELED BY THE APPROPRIATE DATE, THE CREDIT CARD PROVIDED IN THIS AGREEMENT WILL BE CHARGED WITHOUT ANY DISPUTE ON THE PART OF THE INDIVIDUAL OR COMPANY HOLDING THIS CARD.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_