HOTEL RESERVATION FORM

Guest Information *(Please use one form per room.)*

ARRIVAL DATE _____ DEPARTURE DATE _____

NAME _____

TOWNSHIP _____ COUNTY _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

DAYTIME PHONE _____ FAX _____

EMAIL _____

Hotel Information

Host Hotel: **Detroit Marriott Renaissance Center**
400 Renaissance Drive

With stunning views of the Detroit River and Canada, the MTA host hotel offers upscale amenities close to all the action. Features include free Internet in public areas, on-site restaurants & lounges, concierge desk, room service, business center, fitness center, in-room coffee, cable TV, iron/board, and in-room Internet ($12.95/day).

Check-in: 3 p.m.; Check-out: Noon

Guest parking: $25/day valet*

Rate: $137 up to quad occupancy (plus tax)

Courtyard by Marriott—Detroit Downtown
333 East Jefferson Avenue

Connected to Renaissance Center by skywalk

Features include free Internet, concierge desk, on-site restaurant, business center, room service (limited hours), indoor pool & whirlpool, fitness center, in-room coffee, cable TV, iron/board.

Check-in: 3 p.m.; Check-out: Noon

Guest parking: $15/day self-parking (limited)*
$20/day valet*

Rate: $119 up to quad occupancy (plus tax)

**Rates subject to change. For additional parking options, see page 12.*

Hotel Selection

Reservations are made on a first-come, first-served basis. Please indicate your hotel preference below.

❒ Detroit Marriott Renaissance Center* ❒ Courtyard by Marriott—Detroit Downtown*

*All hotels are smoke-free; penalties will be assessed by hotel for violation of no-smoking policies.

Accommodations

Please indicate the type of room requested: ❒ Single Bedded ❒ Double Bedded

Name(s) of additional people occupying room: _____

_____

Special Requests (e.g., barrier-free, etc.): _____

Every effort will be made to accommodate special requests. You will be notified if your request cannot be accommodated. For suite reservations, contact Kristin at (517) 321-6467, ext. 230.

Guaranteed Reservations

A form of payment is mandatory to confirm a hotel room. Please select one of the following options:

❒ Check or money order (Do **NOT** send payment with this form; instructions will be provided in your confirmation.)

❒ Credit card authorization (No charges will be posted to the card at the time of reservation. A charge may be incurred if the reservation is cancelled without proper notice.)

❒ MasterCard ❒ VISA ❒ Discover ❒ American Express ❒ Check here if this is a township credit card.

_____ /

Card Number Expiration Date

_____

Print Card Holder's Name Signature

IMAGINE. FOCUS. LEAD. EVOLVE.

2012 MTA Educational Conference & Expo

Detroit Marriott Renaissance Center • January 25-27

HOUSING CLOSES JAN. 5
REGISTER EARLY FOR BEST AVAILABILITY

Detroit Marriott Renaissance Center

Courtyard by Marriott

Three Ways to Register

(NOTE: Submitting a form more than once or using more than one method could result in a double booking.)

Registration opens Oct. 14 at 8 a.m.

Online: Book on the Web at *www.grandconnection.com/mta2012*

Fax: (616) 588-5923

Mail: Grand Connection, PO Box 1512, Brighton, MI 48116

Housing Questions:
Contact Amy at (810) 623-9008 between 8:30 a.m. & 5 p.m. weekdays.
No reservations will be taken by phone.

See page 8 for further details on housing, including deadlines and cancellation policies.

State Sales Tax Exemption

All guests must pay the 9 percent hotel tax/ local assessment. To be exempt from state sales tax, you must:

(1) Complete the Michigan Sales & Use Tax Certificate on page 11.
(2) Bring a copy to your assigned hotel at check-in. *If sending advance payment to the hotel, include a copy of the completed certificate with payment.* A copy of the certificate must be provided for EACH room, even if several rooms are paid for together.
(3) Pay your hotel expenses by township check or township credit card.