

# GLASSBUILD AMERICA: THE GLASS, WINDOW & DOOR EXPO HOTEL RESERVATION FORM

SEPTEMBER 30- OCTOBER 2, 2009 ★ GEORGIA WORLD CONGRESS CENTER ★ ATLANTA, GEORGIA

## 1. PLEASE READ CAREFULLY

- Hotel reservations will be taken on a first come, first-served basis by the GlassBuild America Housing Bureau. For best availability and immediate confirmation, make your reservation via internet, fax or phone. Mailed housing requests will take longer to process. **Please provide three (3) choices and include a credit card to guarantee your reservation.**
- **Please type or print clearly** and make copies as needed.
- **All reservations must be received by September 2, 2009 to guarantee availability and discounted rates.**

## Return Reservation By:

**Internet:** Book your reservation on-line using the interactive, secure site at [www.GlassBuildAmerica.com](http://www.GlassBuildAmerica.com).

**Phone:** GlassBuild America Housing Bureau, 9am-8pm EST, Monday-Friday at **866/363-0560** (Toll-free) or 506/637-0311 (International).

**Fax:** Fax completed forms to **506/433-3033**.

**Email:** [housing@atlanta.net](mailto:housing@atlanta.net)

**Mail:** GlassBuild America Housing Bureau, **223 Peachtree Street NE, Suite 1400, Atlanta, GA 30303**.

**Confirmations:** Confirmations will be sent by the GlassBuild America Housing Bureau after each reservation booking, modification and/or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days, please contact the Housing Bureau at **866/363-0560** or by email at [housing@atlanta.net](mailto:housing@atlanta.net).

*You will not receive a confirmation from the hotel.*

**Changes & Cancellations:** Make changes or cancellations via the internet at [www.GlassBuildAmerica.com](http://www.GlassBuildAmerica.com), by calling the Housing Bureau at **866/363-0560** or 506/637-0311 for international or by email at [housing@atlanta.net](mailto:housing@atlanta.net).

**Do not contact hotels directly until after Sep. 9, 2009.**

**Late Reservations:** After **Sep. 9, 2009**, please call hotels directly for reservations. A list of hotel phone numbers may be received by calling 404/521-6630 or emailing [housing@atlanta.net](mailto:housing@atlanta.net) or via the internet at [www.GlassBuildAmerica.com](http://www.GlassBuildAmerica.com).

## 2. PLEASE RESERVE LODGING AT THE FOLLOWING HOTEL

Rank at least three (3) in order of preference.

Choice #1 \_\_\_\_\_  
Choice #2 \_\_\_\_\_  
Choice #3 \_\_\_\_\_

- Single (1 person, 1 bed)  
 Double (2 persons, 1 bed)  
 Triple (3 persons, 2 beds)  
 Quad (4 persons, 2 beds)  
 Double/Double (2-4 persons, 2 beds)  
 Suite by Marriott and Omni—Call NGA at 703/442-4890 ext. 173

Smoking  Non-Smoking

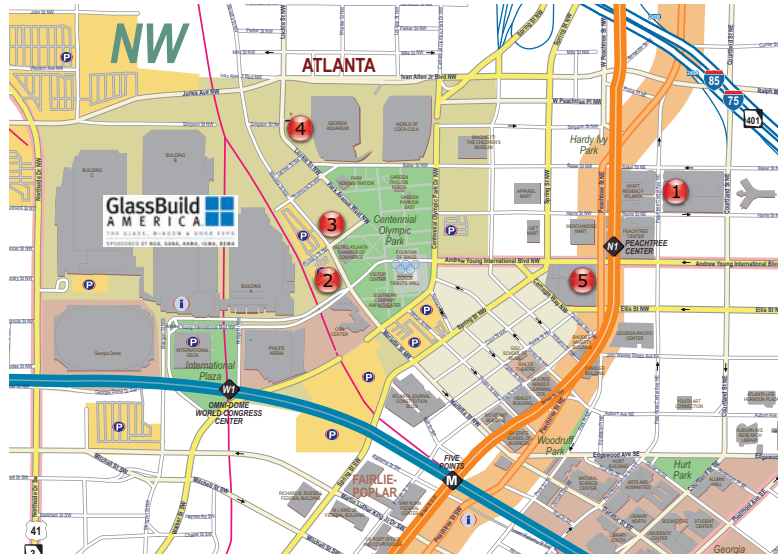
Name of occupant \_\_\_\_\_

Name of person(s) sharing room \_\_\_\_\_

Arrival date \_\_\_\_\_

Departure date \_\_\_\_\_

Special needs \_\_\_\_\_



**1. Marriott Marquis**  
(NGA Headquarters)  
265 Peachtree Center Ave  
Rate: Single/Double \$165

**2. Omni Hotel at CNN Center**  
100 CNN Center  
Rate: Single/Double \$175

**3. Embassy Suites Centennial Olympic Park**  
267 Marietta St  
Rate: Single/Double \$172

**4. Hilton Garden Inn Atlanta Downtown**  
275 Baker St  
Rate: Single/Double \$157

**5. The Westin Peachtree Plaza**  
210 Peachtree Street  
Rate: Single/Double \$160

## 3. RESERVATION INFORMATION (Please type or print neatly)

Acknowledgement will be sent to this person by the Bureau.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**4. GUARANTEE:** All hotels require a credit card to guarantee your reservation. Do not send monies with this form. Please provide credit card information below.

Credit Card:  AMEX  MC  VISA  Discover

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_