



HOTEL RESERVATION FORM

2008 SME Annual Meeting & Exhibit / February 24-27 / Salt Lake City, Utah

The Housing Connection

175 South West Temple, Suite 140 / Salt Lake City, UT 84101 / FAX: (801) 355-0250 (Secure Line)

- TYPE OR PRINT CLEARLY.** Any *incomplete* information will *delay* processing of your form. Submit one room request per form. If additional forms are needed, please photocopy this form.
- Requests must be submitted on the official form. **You must contact The Housing Connection to make hotel reservations, the hotels will NOT accept reservations directly.**
- Reservations must be made by January 25, 2008 in order to guarantee meeting rates.
- All reservation changes and cancellations must be made in writing and processed through The Housing Connection by e-mail: thc@housingregistration.com or fax: 801-355-0250.
- Reservations are made on a first-come, first-serve basis. If the hotel requested is not available, your next choice will be assigned based on availability.
- The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmations will be sent if an e-mail address is provided (preferred), or they will be mailed. If you do not receive a confirmation or have questions, please call The Housing Connection. **You will NOT receive a confirmation from the hotel.**
- Read the acknowledgement carefully checking for any errors. If no acknowledgement is received within 14 days, contact The Housing Connection at (800-915-0618) or by e-mail: thc@housingregistration.com
- A first night's deposit is required to process your room reservation by credit card. Please verify your departure date as some hotels will charge you a fee for early departure.**
- For inquiry, call The Housing Connection at (800-915-0618).

Headquarters: Marriott Downtown
Co-headquarters: Hilton Salt Lake City Center

PLEASE PRINT CLEARLY

Occupant: _____
LAST FIRST M.I.

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Daytime Phone #: _____ Extension: _____

Fax #: _____

E-mail: _____

Arrival Date: MONTH DAY YEAR _____ Departure Date: MONTH DAY YEAR _____

Other Occupant Names:

Share With: _____

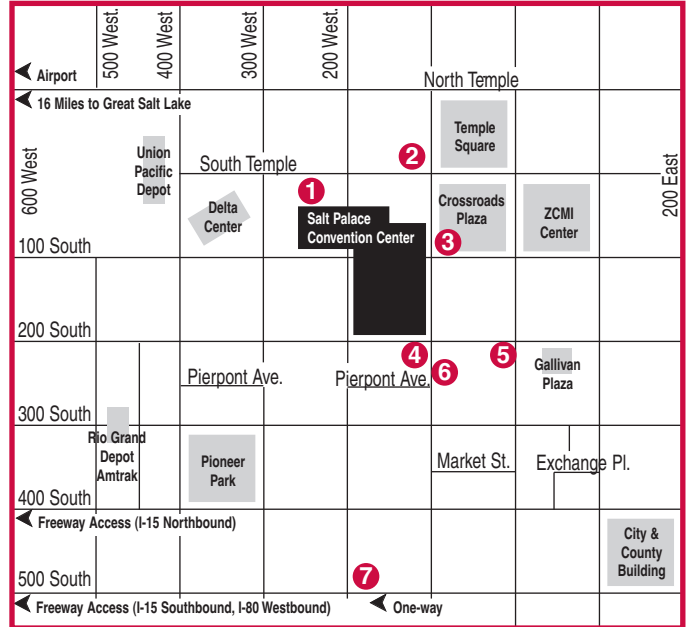
Share With: _____

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Special Room Requirements:

Visit www.smenet.org to reserve your room online!

On-line Room Reservations will be available after 11-4-07



HOTELS	Single	Double	Triple	Quad
1 – Radisson Hotel	\$115	\$115	\$125	\$125
2 – Salt Lake Plaza Hotel	\$129	\$129	\$139	\$139
3 – Marriott Downtown	\$152	\$152	\$162	\$162
4 – Shilo Inn Hotel	\$109	\$109	\$119	\$119
5 – Hotel Monaco	\$142	\$142	\$152	\$152
6 – Hilton Salt Lake City Center	\$149	\$149	\$164	\$179
7 – Sheraton City Centre Hotel	\$122	\$122	\$122	\$122

Hotel Preference: (Please select six preferences to ensure placement).

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

Type of Accommodations Needed:

- Single (1 Bed, 1 Person)
- Double (1 Bed, 2 People)
- Double/Double (2 Beds, 2 People)
- Add rollaway to room
- Non-smoking
- Suite (For suite availability and rates, contact SME directly).
- Handicap accessible room

Payment:

- American Express
- MasterCard
- Diners Club
- VISA
- Discover

Name (as listed on credit card): _____

Card Number: _____

Signature: _____ Exp. Date MO. YR. _____

Cancellation Policy: One night's deposit is required with a valid credit card. Your credit card will be charged on or after January 25, 2008. Reservations guaranteed by a credit card may be cancelled without penalty until 5:00 PM MST on January 25, 2008. After January 25, 2008, a \$25.00 cancellation/processing fee will be charged. **All reservations:** your full deposit will be forfeited if you cancel within 72 hours of your arrival date.