

# COMMON 2008 Annual Meeting and Exposition HOTEL RESERVATION FORM

## Deadline: Friday, February 29, 2008

Gaylord Opryland Resort • Nashville, Tennessee • March 30 - April 3, 2008  
Reserve your room online at [www.common.org/annualmeeting](http://www.common.org/annualmeeting)

Please submit this form with your Conference Registration Form. COMMON must receive this housing information in order to apply the COMMON Conference Hotel (CH) registration rate. (Minimum two nights stay required for CH rate.) Members who share a room at an official conference hotel will each receive the CH rate.

**Note:** If you don't stay at an official conference hotel, the Non-Conference Hotel (NCH) registration rate will apply.

You can reserve your hotel room and/or register for the conference online at [www.common.org/annualmeeting](http://www.common.org/annualmeeting).

### Type of Room:

Single: 1 bed/1 person

**Smoke-free Facility**

Double: 1 bed/2 people

Double/double: 2 beds/2 people

\*Special request: Please indicate any special needs:

Room assignments and special requests are made on a first-come, first-served basis. If your first choice is not available, you will be assigned to the next available partner hotel.

### Send Acknowledgment to (please print or type):

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address/Department

\_\_\_\_\_  
City and State/Province

\_\_\_\_\_  
ZIP/Postal Code Country

\_\_\_\_\_  
Phone Number Fax Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Additional room occupant (First and last name)

\_\_\_\_\_  
E-mail address for second occupant

\_\_\_\_\_  
COMMON ID number of second occupant (if applicable)

**Arrival date:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

Credit card information:

American Express  MasterCard  Visa

Diners Club  Discover

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Verification Code Exp. Date

\_\_\_\_\_  
Signature

Please complete ONE hotel reservation request for each room reserved. (Photocopy this form as necessary.) Fax your completed form to:

**COMMON Housing Bureau**  
**Fax: 330.963.0319**

### Conference Hotel

Gaylord Opryland Hotel

### Rate

\$199 / single/double

\$219 / triple

**Note: If accommodations are not available at this hotel for the duration of your stay, then COMMON will confirm your hotel accommodations at one of our other partner hotels. You will be notified via e-mail or phone of your confirmation.**

- Reservations must be received by the COMMON Housing Bureau no later than **Friday, February 29, 2008**. Any cancellations/changes must be made in writing to the COMMON Housing Bureau via [common2008@experient-inc.com](mailto:common2008@experient-inc.com) by **March 7, 2008**. After **March 7, 2008** you must contact the hotel directly **72 hours prior to arrival** for any reservation needs.
- **TELEPHONE RESERVATIONS ARE NOT ACCEPTED.** All room cancellations will incur a \$15 per room processing fee.
- The room rate is subject to applicable tax, which is currently 15.25%, plus a \$2.00 per room per night city tax, and a \$10.93 per room per night resort fee. These charges are subject to change without notice.
- The hotel offers handicapped rooms on first come, first served basis.
- **Standard check-in: 3:00 p.m.** Standard check-out: 12:00 p.m.
- **Confirmations:** COMMON's Housing Bureau will send an acknowledgement of your reservation within 5-7 working days. Hotel reservations made online (via COMMON's Web site) will be confirmed immediately.
- **Guarantee:** A first night's deposit is **required** to guarantee your reservation. Your credit card deposit may be charged to your credit card when the reservation is processed/received by the hotel. No-shows will be charged the entire deposit for the first night's stay. Do not send checks to the COMMON Housing Bureau. **AFTER March 7**, send check directly to the hotel, noting the confirmation number you received online. The hotel requires rooms to be guaranteed within 14 days of making the reservation. The hotel reserves the right to cancel non-guaranteed reservations. Early check-out fees may be assessed by the hotel. In order to obtain a deposit refund (less the \$15 processing fee), cancellations must be made 72 hours prior to arrival.

### FOR OFFICE USE ONLY

Housing Acknowledgement Code:  
\_\_\_\_\_

**Any questions, contact the COMMON Housing Bureau @ Phone: 330.425.9330 • Fax: 330.963-0319 • Email: [common2008@experient-inc.com](mailto:common2008@experient-inc.com)**