

COMMON 2009 Annual Meeting and Exposition

HOTEL RESERVATION FORM

Deadline: Friday, March 27, 2009

Grand Sierra Resort and Casino • Reno, Nevada • April 26 - 30, 2009

Reserve your room online at 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.

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) _____

Type of Room:

- Grand Sierra Room @ \$139 per night**
 Luxury Summit Room @ \$170 per night

- Single: 1 bed/1 person | Smoking (*Grand Sierra Room Only*)
 Double: 1 bed/2 people | Non-Smoking
 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 rate category.

Arrival date: _____ **Departure date:** _____

Credit card information:

___ American Express ___ MasterCard ___ Visa
___ 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

FOR OFFICE USE ONLY

Housing Acknowledgement Code: _____

Conference Hotel

Grand Sierra Resort and Casino

Rate

Grand Sierra Room = \$139 / single/double

Luxury Summit Room* = \$170 / single/double

*Luxury Summit Rooms are recently remodeled rooms with new upgrades, including leather and suede furniture, flatscreen televisions, small refrigerator, coffemaker, and microwave.

- Reservations must be received by the COMMON Housing Bureau no later than **Friday, April 17, 2009**. Any cancellations/changes must be made in writing to the COMMON Housing Bureau via common@experient-inc.com by **April 17, 2009**. After **April 17, 2009** 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 \$25 per room processing fee.
- The room rate is subject to applicable tax, which is currently 12%. 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: 11:00 a.m.
- **Acknowledgements:** 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 acknowledged 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 April 17, 2009**, send check directly to the hotel, noting the acknowledgement 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 \$25 processing fee), cancellations must be made 72 hours prior to arrival.

Any questions, contact the COMMON Housing Bureau @ Phone: 330.425.9330 • Fax: 330.963-0319 • Email: common@experient-inc.com