

COMMON 2011 Annual Meeting and Exposition HOTEL RESERVATION FORM

Hilton Minneapolis/Minneapolis Convention Center

Minneapolis, Minnesota • May 1 - 4, 2011

Reserve your room online at www.common.org/annualmeeting

Reserve your room by
Sunday, April 10, 2011 to
receive the discounted rate,
based on space availability.

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.

Guest Information (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) _____

Room Type Requested:

___ Single: 1 bed/1 person _____ Smoking
___ 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. Please rank hotels from "1" (first choice) to "4" (last choice). Please mark the hotel NUMBER in the space provided below. If your first choice is not available, you will be assigned to the next available preference.

Hotel _____ 1st choice _____ 2nd choice
Preference: _____ 3rd choice _____ 4th choice

Arrival Date: _____ Departure Date: _____

Credit card information:

___ American Express ___ MasterCard ___ Visa
___ Discover

Card Number _____

Verification Code _____ Exp. Date _____

Signature _____

- Photocopy this form if more than one room is required.
- Only one room may be requested under each name.
- Room types are assigned on a first-come, first-served basis.
- If requested hotels are not available, the Housing Bureau will select closest available property.

Conference Hotel	Rate	Distance from Conv. Ctr.
1. Hilton Minneapolis (HQ Hotel) (Govt. rate available)	\$174 single/double \$204 executive level	2 blocks
2. Hyatt Regency Minneapolis	\$164 single/double	1 block
3. Millennium Hotel Minneapolis	\$139 single/double	1 block
4. Hilton Garden Inn Minneapolis Downtown	\$139 single/double \$149 triple / \$159 quad	1 block
5. Holiday Inn Express Hotel & Suites	\$124 single / \$134 double \$144 triple/quad	.5 block
6. Best Western Normandy Inn	\$119 single/double / \$139 king suites	4.5 blocks



- Reservations must be received by the COMMON Housing Bureau no later than Sunday, April 10, 2011.
- The room rate is subject to applicable tax, which is currently 13.4%. These charges are subject to change without notice.
- The hotels offer handicapped rooms on a first come, first served basis.
- **Standard check-in: 3:00 p.m.** Standard check-out: 11:00 a.m.
- Allow up to 2 business days for your hotel acknowledgement. Review all information for accuracy. Upon submission of your reservation, acknowledgements are generated by e-mail. If your acknowledgement has not been received by April 10, 2011, please contact the COMMON Housing Department.

- **Guarantee / Cancellation Policy:** A major credit card number or check deposit for the first night's room and tax is required to secure each room before a reservation may be processed. Early departures are subject to penalty fees set by the hotel. A charge of first night's room and tax will be applied and/or forfeited if you do not cancel or do not arrive (no-show). After April 10, 2011, cancellations will be charged a \$25.00 event cancellation fee. Cancellations within 72 hours prior to the day of arrival will be charged a first night's room and tax. **Credit cards will only be charged if cancelled within the penalty period.**

ONLINE: www.common.org/annualmeeting

TELEPHONE: 1-888-947-2233

Monday - Friday, 9:00am - 3:00pm Central
Please have credit card and arrival and departure dates ready.

FAX: 612-767-8201

MAIL: COMMON Housing Bureau
c/o Meet Minneapolis
250 Marquette Avenue South, Suite 1300
Minneapolis, MN 55401

Only submit room request(s) once. By submitting multiple methods, you risk duplicate reservations being made.