



# WM2010

*Improving the Future by Dealing with the Past*

**March 7 – 11, 2010 ♦ Phoenix, Arizona**  
**Exhibitor Room Block Request Form**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Mail Stop / Suite: \_\_\_\_\_

City: \_\_\_\_\_ State / Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Room Blocks**

Exhibitors requesting five or more hotel rooms may reserve a block of rooms at either the Hyatt Regency Phoenix or the Wyndham Hotel. Please read the following information closely and adhere to all deadlines. Please contact Sherry at Aquila Travel at [sherry@aquilatravel.com](mailto:sherry@aquilatravel.com) or 1-505-508-9307 to reserve your block of rooms **prior** to open registration on November 2, 2009.

### **Rooming List**

Please complete the rooming list on page 3 by **6AM, CST January 15, 2010**. Note that all attendees listed under the room block *must* be registered for the conference by **January 14, 2010** in order to reserve the requested room nights. If not received by that date, your unassigned rooms will be released and available to individual attendees to book. Room availability is not guaranteed after that time due to limited space in the hotels. Registration questions should be directed to WMS at [onlinereg@wmarizona.com](mailto:onlinereg@wmarizona.com) or 1-520-696-0399.

### **Housing Payment Policy**

Advance payment of one night deposit per reservation is required when reserved by **Friday, January 15, 2010**. Any exhibitors who do not submit their advance payment for rooms requested will also have their rooms released. A valid credit card is required for each hotel room and one night will be charged on **January 15, 2010**. You may arrange for all rooms and tax to be charged to a master account or choose an individual payment option which would require each attendee to use their own credit card.

**Cancellations**

A penalty of one night's room and tax will be charged for any cancellations once the reservation has been completed. An additional one night's room and tax will be charged for any reservations cancelled within 72 hours of scheduled arrival date.

**Early Departures**

Changes to guest room reservations must be made before **January 29, 2010** to avoid Early Departure fees.

**Guest Room Requests for Exhibitors with less than 5 attendees**

\_\_\_\_\_ Please contact me for information on making reservations for our staff, we have 5 or less attendees scheduled to attend WM2010.

**Meeting Suites for Meetings & Hospitalities**

\_\_\_\_\_ Please contact me for information on reserving meeting space or suites for meetings & hospitalities at one of the hotels, during the WM2010 conference. All arrangements will be made directly with the hotel. WMS must authorize your space request first.

**Questions?**

If you have any questions, please contact Sherry at +1 505-508-9307 or sherry@aquilatravel.com.

WMS Office Use Only:

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Block Established: \_\_\_\_\_ List Received: \_\_\_\_\_

Confirmations Sent: \_\_\_\_\_

WM Symposia, 1628 E. Southern Avenue, Ste 9 – 332, Tempe, AZ 85282  
Phone: 1-520-696-0399 \* Fax: 1-520-829-3550 \* Email: onlinereg@wmarizona.org

**Advanced Deposit Payment Method**  
**Note: Each person in the room block needs to be included**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Arrival Day / Date

\_\_\_\_\_  
Departure Day / Date

Please select the type of room requested:

- Double/Double – 2 double beds
- King – 1 bed

\_\_\_\_\_  
Number of guests

Payment type (each room requires a credit card for incidentals):

- MasterCard
- AMEX
- Visa

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

\_\_\_\_\_  
Expiration Date

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



\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Arrival Day / Date

\_\_\_\_\_  
Departure Day / Date

Please select the type of room requested:

- Double/Double – 2 double beds
- King – 1 bed

\_\_\_\_\_  
Number of guests

Payment type (each room requires a credit card for incidentals):

- MasterCard
- AMEX
- Visa

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

\_\_\_\_\_  
Expiration Date

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