

RESERVATIONS MUST BE RECEIVED BY AUGUST 7, 2014

1. ONE ROOM reservation PER FORM please – this form may be duplicated.
2. Reservations are processed in the order they are received.
3. DO NOT send cash or check payment with this form.
4. Fax or mail form(s) to the Greater Madison Convention & Visitors Bureau (GMCVB). Please DO NOT telephone hotels for reservations.
5. You will receive confirmation via e-mail from Meetingmax once the reservation has been processed by the hotel (may take up to 72 hours).
6. To change or cancel your reservation(s), you must log on to the Meetingmax housing system via the link in your confirmation e-mail. If you have misplaced your confirmation or need assistance contact the GMCVB directly at 1.800.373.6376 x3957. Please DO NOT contact the hotel directly unless it is within 72 hours of your arrival.
(Please print or type)

HOTEL PREFERENCE

Please list as many hotels as possible so that we can place you in a hotel of your choice.

1st _____ 2nd _____ 3rd _____

ARRIVAL
DATE _____

DEPARTURE
DATE _____

PLEASE CHECK TYPE OF ACCOMMODATIONS (room type not guaranteed)

BED Single (1 bed, 1 person) D/D (2 beds, 2 people) Quad (2 beds, 4 people)
 Double (1 bed, 2 people) Triple (2 beds, 3 people)

Special Requests (Non-Smoking, Roll-Away Bed, etc.):

NAME(S) RESERVATION SHOULD BE LISTED UNDER: _____

CREDIT CARD NUMBER: _____ TYPE: _____ EXP. DATE: _____

NAME ON CREDIT CARD: _____

BILLING INFORMATION

PRIMARY CONTACT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ EXT. _____

CONTACT E-MAIL ADDRESS: _____

CONTACT'S SIGNATURE: _____ TODAY'S DATE: _____

*Return this form by mail
or FAX: 608.441.7010
by August 7, 2014*

To: Quilt Expo Housing Bureau
c/o Greater Madison Convention & Visitors Bureau
615 East Washington Avenue • Madison, WI 53703

