

# HOUSING RESERVATION FORM



**Official Housing Company:**  
**Long Beach Convention and Visitors Bureau (LBCVB)**  
**One World Trade Center, 3<sup>rd</sup> Floor**  
**Long Beach, CA 90831**  
**Register via facsimile 562.436.5151**  
**Registration begins after 8:00 AM, February 4, 2008**

**1.)RESERVATION INFORMATION:** Use only one form per room reserved! (Mail to the address above or FAX the completed application to LBCVB Housing at 562.436.5151. All confirmations will be sent to Guest Name #1 within one week of receipt.

GUEST NAME #1: \_\_\_\_\_

District Number/Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

SHARING WITH: GUEST#2: \_\_\_\_\_

GUEST #3: \_\_\_\_\_ GUEST #4: \_\_\_\_\_

**2.)DATES OF STAY:** (FYI: Check-in time is at 3:00PM and check-out is at 11:00AM)

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

**3.)HOTEL CHOICES AND PACKAGE RATES\*\*** Place the number 1-4 in your order of preference beside the following hotels, #1 being your first choice; (LBCVB will honor preferred choice based on hotel availability.)

|       |  |                       |                                     |  |   |
|-------|--|-----------------------|-------------------------------------|--|---|
| _____ | HYATT REGENCY LONG BEACH<br>200 South Pine Avenue  | \$155 SGL<br>King Bed | \$175 DBL<br>Double-<br>Bedded Room | \$175 TPL<br>Double-<br>Bedded Room<br>Rollaway+\$20 | \$175 QUAD<br>Double-<br>Bedded Room<br>Rollaway+\$20 |
| _____ | RENAISSANCE LONG BEACH<br>111 East Ocean Boulevard | \$181 SGL             | \$181 DBL                           | \$196 TPL  | \$211 QUAD  |
| _____ | THE WESTIN LONG BEACH<br>333 East Ocean Boulevard  | \$190 SGL             | \$190 DBL                           | \$190 TPL  | \$190 QUAD  |
| _____ | THE COURTYARD MARIOTT<br>333 East Ocean Boulevard  | \$146 SGL             | \$146 DBL                           | \$161 TPL  | \$161 QUAD  |

\*\* Rates listed do NOT include 15.045% Occupancy Tax or hotel service charges.

**4.)PAYMENT:** Payment by check or credit card must accompany this form. Registration forms sent without payment information will not be processed. All check deposits must be in the amount of \$175.00.

Please make checks payable to LBCVB Housing:      Check # \_\_\_\_\_      Amount: \_\_\_\_\_

American Express     Vista       MasterCard       Discover       Other \_\_\_\_\_

Card Number: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**CANCELLATION INFORMATION**

All changes and cancellations must be made through LBCVB Housing until April 9, 2008. Changes made on or after April 9, 2008 must be made directly with the hotel. All changes should be made in writing via email or FAX to LBCVB at the number and address listed above. Any cancellations made on or after March 1, 2008 (60 days before your arrival date), your deposit will be refunded less a \$50.00 processing fee. Cancellations made within 72 hours of arrival will be charged one night's room and tax and will be billed to your credit card or deducted from your deposit. If you have any questions, you can email your question to Sue Frye at [suef@longbeachcvb.org](mailto:suef@longbeachcvb.org).