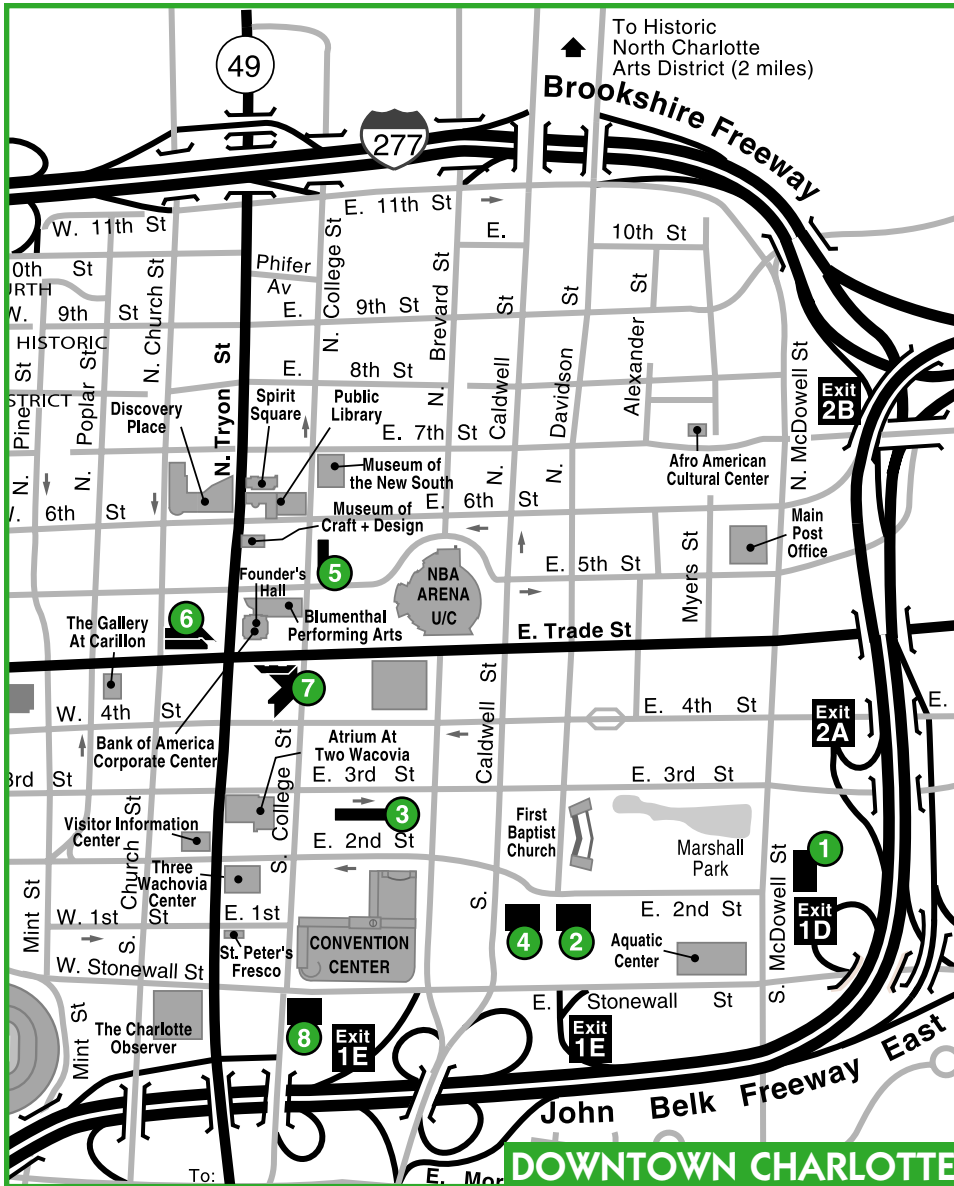


Charlotte Convention Center • Charlotte, NC • November 4–6, 2004



## Hotels & Rates

- 1 Adam's Mark Charlotte**  
555 South McDowell Street  
Rate: \$99 single/double
- 2 Hampton Inn Uptown Charlotte**  
530 East 2<sup>ND</sup> Street  
Rate: \$89.00 single/double
- 3 Hilton Charlotte & Towers  
(PLCAA Headquarters Hotel)**  
222 East Third Street  
Rate: \$143.00 single/double
- 4 Hilton Garden Inn Charlotte  
Uptown**  
508 East 2<sup>ND</sup> Street  
Rate: \$94.00 single/double
- 5 Holiday Inn Center City**  
230 North College Street  
Rate: \$109.00 single/double
- 6 Charlotte Marriott City Center  
(PGMS Headquarters Hotel)**  
100 West Trade Street  
Rate: \$140.00 single/double
- 7 Omni Charlotte Hotel**  
132 East Trade Street  
Rate: \$125.00 single/double
- 8 The Westin Charlotte  
(ALCA Headquarters Hotel)**  
601 South College Street  
Rate: \$149.00 single/double

## Air Travel Discounts



The following airlines are offering discounted group rates. Call their toll-free numbers below and provide the GIE file number to qualify for reduced air fares.

**Delta Air Lines**  
800-241-6760  
File # 199486A

**USAirways**  
877-874-7687  
File # 17172879

## Room Reservations

Make reservations before October 10, 2004, to receive discounted convention rates. For best availability and immediate confirmation of hotel assignments, make reservations by phone or Internet. Faxed or mailed housing requests will take longer to process and your choice of hotels may not be available.

**MORE ON REVERSE**

## Reservations Instructions

To help ensure that you get your choice of hotels, make your reservations no later than October 10th. Reservations (*only if rooms are available*), changes or cancellations will be still handled through the Housing Bureau through October 21. After October 21, please contact your hotel directly for changes or cancellations.

## Rates & Deposits

All rates are per room/per night and are subject to a 13.5% tax. In order to secure your room reservation(s), you will need to guarantee your room(s) to a major credit card.

## Confirmation

The Charlotte/GIE Housing Bureau will send you a confirmation of your reservation via e-mail, fax or regular mail within 10 days of your reservation being processed.

## Cancellation Policy

Room reservations must be cancelled on or before October 10th. Cancellations received after October 10 will be charged a \$50.00 cancellation fee. Cancellations received within 72 hours of arrival will also incur a one night's room and tax charge by your hotel.

## Suite Reservations

Requests for suites, including hospitality suites, must be arranged through Judi Tarpley by calling toll-free at 1-866-517-4466 or via email to her at [judit@mindspring.com](mailto:judit@mindspring.com).

## Special Room Blocks

Requests for room blocks of ten (10) or more rooms must have complete information by September 20th or the rooms will be cancelled.


## Housing Reservations

Faxed or mailed housing forms received without a valid credit card guarantee and signature will not be processed. Please photocopy form if more than one room is needed.

 **PHONE**  
Toll-Free: 1-888-688-0139  
Local: 506-432-7692

 **WEB**  
GIE's Travel Section  
[www.gieonline.com](http://www.gieonline.com)

 **FAX**  
506-433-3033

 **MAIL**  
Visit Charlotte Housing Bureau  
500 S. College Street, Suite 300  
Charlotte, NC 28202-1873

**E-Mail Address for CHANGES, CANCELLATIONS & INQUIRIES only at:** [gie@visitcharlotte.org](mailto:gie@visitcharlotte.org)

*(In order to prevent duplicate reservations, do not mail your original form if you have faxed it.)*

## GUEST INFORMATION *(please type or print)*

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

## ROOM SPECIFICS

Smoking?  No  Yes

Single (1 PERSON / 1 BED)  Double (2 PEOPLE / 1 BED)  Double/Double (2-4 PEOPLE / 2 BEDS)

List all room Occupants:

Check here if you have a disability requiring special services.

*Special requests:*

## HOTEL SELECTION

List hotels in order of preference. *Reservations are accepted on a first-come, first-served basis. Every effort will be made to accommodate your request.* If your hotel choices are sold out, you will be placed in the closest hotel available.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## DEPOSIT INFORMATION

Visa  MasterCard  American Express  Discover

*I authorize the use of this card information to secure and guarantee my hotel room(s). I agree to abide by both the Green Industry Expo and hotel's cancellation policies.*

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Cardholder's Name: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_