



American Public Transportation Association
2011 Risk Management Seminar
Embassy Suites Des Moines – On The River
Des Moines, IA
June 19-22, 2011

For Reservations:
Call 515-244-1700
Or
1-800-EMBASSY

Hotel Reservation Form

Please read this information before completing your Room Reservation Request.

1. Your reservation must be received by the hotel before **May 26, 2011**. After this date, all rooms will be released, and reservations will be accepted on a space- and rate-available basis. **Please note that rooms may sell out prior to May 26, so early bookings are recommended.**

each reservation. Check deposits must be received at least 14 days prior to arrival. Reservations without guarantee are subject to cancellation.

2. If a credit card is not available for guarantee, a deposit equal to the first night room and tax (12%) is required for

3. If you cancel, you must notify the hotel by phone at least 48 hours before your arrival to avoid being charged.

4. Be sure to keep a copy of this form for your records.

ROOM RESERVATION REQUEST

Reservations must be received by May 26, 2011. Make check payable to the Embassy Suites Des Moines.

Check enclosed
 Charge my: Visa MasterCard American Express Diners Discover

Account No. _____ Exp. Date _____ Signature _____

Please type name(s) of person(s) to occupy room(s). Indicate choice of room type(s). Rates do not include tax.

Room Occupant(s) Starwood Reward Number _____	Room Request	Arrival Day/Date Check-in after 3:00 p.m.	Departure Day/Date Check-out by 12:00 p.m.
	<input type="checkbox"/> Single \$119.00 <input type="checkbox"/> Double \$119.00		
1.			
2.			
3.			

Confirm to _____

Company _____

Address _____

City, State, Zip _____ Tel _____ Fax _____

E-mail _____

Please indicate any disability that will require special accommodations _____