



AMERICAN
PUBLIC
TRANSPORTATION
ASSOCIATION

Hospitality Suite Request

Hotel Reservation Office

C/o  XPOVISION

Event Dates: International Rail Rodeo, June 20-23, 2019

Rail Conference, June 23-26, 2019

Hotel Reservation Deadline: May 28, 2019

Contact Name: _____ Guest Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip / Postal Code: _____ Country: _____

Phone / Ext: _____ Cell #: _____

Email: _____

Arrival Date: _____ **Departure Date:** _____

Hotel Preference: _____

Specific Name/Type of Suite: _____

Suite Size: 1-Bedroom or 2-Bedroom

Will you be using this suite for: Hospitality Sleeping Both

How many people will be in the suite: For Sleeping? _____, For Hospitality? _____

Room Deposit Policy: All reservations require a credit card guarantee. Please refer to your confirmation for your hotel's cancellation policy in order to avoid a one night's room and tax penalty. All name, date changes, and cancellations must be received by **Tuesday, May 28, 2019**. Cancellations should be completed online or submitted via email or fax to the APTA Hotel Reservation Office.

Credit Card – Credit cards will be charged by the hotel approximately 2-4 weeks prior to arrival. Credit cards may not be changed to a different card once the initial deposit has been charged. An APTA Hotel Reservation Representative will call to collect credit card payment information.

APTA Hotel Reservation Office/Expovision
3141 Fairview Park Drive, #550, Falls Church, VA 22042
Reservation Assistance: Phone: (866) 507-1248 Fax: (703) 205-0235
Email: aptahotels@expovision.com
Telephone Hours: Monday—Friday, 8:30 a.m.—5:30 p.m., ET