# SUITE RESERVATION FORM

**International Rail Rodeo June 7-10, 2018**
**Rail Conference June 10-13, 2018**

**Denver, CO**

AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

Contact Name _____

Company _____

Address _____

City _____ State _____ Zip / Postal Code _____ Country _____

Phone_____Cell_____Fax_____

Email _____

| Suite Request | |
|---|---|
| ☐ | **Hyatt Regency Denver - One Bedroom Aspen Suite - $1,345 per night**<br>(1,104 Square Feet, Connecting rooms are available, Can accommodate up to 25 guests) |

**Please note:**
The rate does not include the current occupancy tax of 15.75%, (subject to change).

Name of Occupant(s):_____

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

## Suite Deposit:

Method of Room Deposit/Guarantee:

☐ Check $ _____ Checks must be made payable to APTA Hotel Reservation Office and in U.S. currency.

☐ Credit Card: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card Number _____ Exp Month / Year _____

*** REQUIRED**

Cardholder's Name _____(please PRINT name)

Cardholder's Signature _____Billing Zip Code _____

*** REQUIRED** *** REQUIRED**

*** By signing this you authorize and are aware that the APTA Hotel Reservation Office/EXPOVISION will charge the above credit card the required first nights room and tax deposit. Credit Card reservations will not be processed unless billing zip code and signature are present above. Deposits may be non-refundable after May 3, 2018.**

**Suite Deposit Policy:**
All suite reservation requests require a deposit of the first night's room and tax. Your deposit may be made with a credit card or check. Credit card deposits will be charged by the APTA Hotel Reservation Office/Expovision at the time of booking. Credit card charges may not be changed to another card once the initial charge has been processed. All reservations require a deposit in order to be processed. All cancellations, name and date changes must be received by the APTA Hotel Reservation Office by **May 3, 2018.** All deposits may be Non-refundable after **May 3, 2018**.

APTA Hotel Reservation Office c/o Expovision
3141 Fairview Park Drive, # 550, Falls Church, VA 22042
Phone: (866) 507-1248 Fax: (703) 205-0235 Email: aptahotels@expovision.com
Telephone Hours: Monday-Friday, 8:30 a.m.-5:30 p.m., EST
**For secure transmission, please fax this form to (703)-205-0235**