



2012 TCODA Convention • San Antonio, Texas

Hotel Reservation Form

Conference Dates:
July 23 —
July 26, 2012

TO SECURE YOUR HOTEL CHOICE AND RECEIVE IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION ONLINE.

Reservation Cutoff:
June 23, 2012
(After this date, room blocks could be released and hotels may charge higher rates.)

WAYS TO RESERVE YOUR HOTEL ROOM

- Online: www.tcda.net or www.todaweb.org • Fax: 210-207-6702 • No Phone Reservations
- Mail: TCODA Housing, 203 S. St. Mary's St., Ste. 200, San Antonio, TX 78205

Select Hotels: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity and availability. Use code only, not numbers. See Hotel Listing for rates and codes.

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____ 5th Choice: _____ 6th Choice: _____

If hotel choices are sold out, which is more important: Room Rate: _____ Location: _____

** Please Note: Hotels are non-smoking except Drury, Red Roof Inn and the La Quinta properties*

Reservation will not be processed, if form is incomplete. Keep a copy of this form for your records. Do not mail after faxing. Acknowledgements are e-mailed if a valid e-mail address is provided below. Photocopy this form if you need more than one room.

ARRIVAL DATE: _____ DEPARTURE DATE: _____

List ALL OCCUPANTS:

1. _____ 2. _____ 3. _____ 4. _____

Room Request?: One Bed: _____ Two Beds: _____ Smoking: _____ Non-Smoking: _____ ADA Accessible: _____

SPECIAL REQUEST: _____
(Room type & special requests based on availability at check in.)

ATTENDEE INFORMATION: (REQUIRED)

FIRST NAME _____ MI _____ LAST NAME _____

E-MAIL ADDRESS _____

AFFILIATION / INSTITUTION _____

STREET ADDRESS OR P.O. BOX NUMBER _____

CITY _____ STATE _____ COUNTRY _____ ZIP CODE _____

*DAYTIME PHONE NUMBER _____ *FAX NUMBER (*if international, please indicate country & city code) _____

ROOM GUARANTEE: All rooms must be guaranteed with either a credit card (valid through July, 2012) or check. Reservations will not be accepted without guarantee. If you choose to mail a check deposit, make it payable to TCODA Housing in the amount of \$200 and mail along with your housing form to the address provided above.

Type of card: Visa _____ MasterCard _____ American Express _____ Discover _____

Card Number: _____ Exp. Date: _____

CHANGES / CANCELLATIONS: All cancellations must be received by the TCODA Housing Bureau on or before May 24, 2012 to avoid a penalty. Any cancellations received after May 24, 2012 will be assessed a \$50.00 cancellation fee. Continue to use the TCODA Housing Bureau for all changes/cancellations through June 30, 2012. Beginning July 1, 2012, contact your hotel directly. All cancellations must be received at least 72 hours prior to arrival or one night's room & tax will be assessed. Your hotel may charge a fee for departure changes at check in.

NOTE: ALL SUITES must be requested in writing to the TCODA Housing Bureau via email at housing@visitsanantonio.com, One night's room & tax may be charged by the hotel to your credit card prior to arrival anytime after June 23, 2012.

Please contact the TCODA Housing Bureau should you have any additional questions: 210-207-6734.