

# Hotel Request Form

American Truck Dealers • 45th Annual Convention & Exposition  
Gaylord Texan, Grapevine, Texas • April 26-28, 2008

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Company \_\_\_\_\_

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Address \_\_\_\_\_

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City ( )	State/Province ( )	Zip/Postal Code	Country
Telephone	Fax	E-mail Address	

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Official Contact \_\_\_\_\_ Title \_\_\_\_\_

- ☞ Your company's official contact will receive all hotel registration information.
- ☞ Each company is entitled to four hotel rooms for every 100 square feet of exhibit space rented, up to a **MAXIMUM of 40 rooms per company**. To tabulate suite to room ratios: a one-bedroom suite counts as two rooms, and a two-bedroom suite counts as three rooms.
- ☞ Hotel rooms will not be assigned without a booth assignment. Booth cancellation will automatically result in hotel room cancellation(s).
- ☞ The Gaylord Texan requires a credit card guarantee for all reservations. Hotel will charge the credit card upon receipt of the room list from Experient, ATD's Official Housing Bureau.
- ☞ Once the exhibitor personnel have been assigned to their hotel, all changes must be made directly with Experient.
- ☞ Names of exhibitor personnel must be provided to the housing bureau by March 1, 2008.

**Use the following to calculate your hotel room allotment:**

( \_\_\_\_\_ ÷ by 100) x 4 = \_\_\_\_\_  
TOTAL SQ. FT. OF EXHIBIT SPACE # OF HOTEL ROOMS ALLOTTED

Total Rooms Needed: \_\_\_\_\_ / \_\_\_\_\_ Total Suites Needed: \_\_\_\_\_ / \_\_\_\_\_  
Single Double 1 Bedroom 2 Bedroom

*To register additional personnel, list the names, room type, arrival and departure dates on a separate page and attach to this form.*

1. Mr./Ms. _____ Room Type _____ Arrival _____ / _____ / _____ Departure _____ / _____ / _____ month day year	3. Mr./Ms. _____ Room Type _____ Arrival _____ / _____ / _____ Departure _____ / _____ / _____ month day year
2. Mr./Ms. _____ Room Type _____ Arrival _____ / _____ / _____ Departure _____ / _____ / _____ month day year	4. Mr./Ms. _____ Room Type _____ Arrival _____ / _____ / _____ Departure _____ / _____ / _____ month day year

## Payment Information

Hotel requests will not be processed without a credit card guarantee. The Gaylord Texan will charge a ONE NIGHT ROOM & TAX deposit for each room to the credit card below upon receipt of the room list from Experient. If you wish to pay your room deposit by check, you will be notified by Experient when payment is due. Payment will be due within 10 days of notification. **No matter the form of payment, a credit card is required at this time to hold your room block. If no credit card is provided, hotel request will be returned.**

- Charge our room deposit to the credit card listed below
- We will pay our room deposit by check. We understand that payment will be due within 10 days of notification by Experient. If payment is not received, the credit card listed below will be automatically charged for payment.

**For credit card deposit/payment:** Amount \_\_\_\_\_

Visa    MasterCard    American Express   Exp.Date \_\_\_\_\_

Card # \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

**DO NOT SEPARATE THESE FORMS • RETURN ALL THREE COPIES FOR PROCESSING**