



FALL CONFERENCE, MARIETTA, GEORGIA October 22 - 23, 2011

**Atlanta Marriott Northwest Hotel
200 Interstate North Parkway, Atlanta, GA 30339**

Room Rates: \$77.00 (plus 14% tax) – Total \$87.78 per night

HOUSING RESERVATIONS

1. **Reservation must be mailed to the Department Headquarters.**
2. **Reservations must be in writing. No telephone requests will be accepted.** Each reservation must be accompanied by one night's rent plus tax for each room reserved. Credit cards may be used. One night's rent plus tax will be immediately charged to the individual credit card for each room rented. (Please furnish number and expiration date.)
3. **Cancellation Policy:** Rooms must be canceled at least Seven (7) days prior to the event. Failure to cancel Seven (7) days prior will result in loss of one night's rent plus tax: (Exception to this will be approved only by the Department Commander.)

POST AND DISTRICT COMMANDERS

Each Legionnaire, Auxiliary member, SAL member and Legion Riders of your Post should be made aware of this information.

MAKE CHECKS PAYABLE TO THE HOTEL/MOTEL

Date of Arrival: _____ Date of Departure : _____
 Hotel you prefer: Atlanta Marriott Northwest
 Type of Room: Single _____ Double _____
 Name of Person Reserving Room: _____
 Type of Credit Card & # _____ Exp Date _____
 Personal Check made payable to Hotel _____
 Mailing Address: _____
 Phone Number: _____

ALL INFORMATION MUST BE COMPLETED OR FORM WILL BE RETURNED TO YOU AND RESERVATIONS NOT MADE UNTIL FORM IS RETURNED COMPLETELY FILLED OUT.

Check in time 4:00 p.m. – Repeat Check in time 4:00 p.m.

DID YOU COMPLETE EACH ITEM? IF NOT, PLEASE DO SO AND ENSURE CORRECT ARRIVAL AND DEPARTURE DATES.