



2006 ASABE Annual International Meeting
July 9-12, 2006
Oregon Convention Center - Portland, Oregon USA

Instructions

Housing for the 2006 American Society of Agricultural and Biological Engineers Annual International Meeting will open on February 1, 2006.

Reservation requests can be submitted via ONE of the following methods:

INTERNET: Visit ASABE's website at www.asabe.org/meetings/aim2006/index.htm and reserve on-line.

FAX: (503) 275-9782

MAIL: ASABE 2006 AIM- POVA Housing
1000 SW Broadway, Suite 2300
Portland, OR 97205

QUESTIONS ONLY: Send an e-mail to housing@pova.com, a fax to (503) 275-9782, or call (503) 275-9764.

Acknowledgements

The Housing Bureau automatically sends acknowledgements once the request has been processed. You will not receive a confirmation from the hotel. Acknowledgements are sent via e-mail (immediately after being processed), fax (within a few hours of processing) or mail (up to 10 business days). Please review all information for accuracy. If you do not receive your acknowledgement within 15 business days, please contact the Housing Bureau.

Rates/Taxes & Special Requests

To take advantage of the special 2006 ASABE Annual International Meeting convention rates, please book your reservation by **JUNE 2, 2006**. After that date, room blocks will be released and hotels may charge higher rates.

All rates are per room and do not include 12.5% occupancy tax (subject to change).

Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

Changes & Cancellations

Before **JULY 5, 2006**: Changes to name, stay dates, address, or special requests can be made on-line at www.asabe.org/meetings/aim2006/index.htm - OR - contact the ASABE Housing Bureau to modify or cancel your reservation.

After **JULY 5, 2006**: All changes and cancellations must be made directly with the assigned hotel. **Do not contact the hotel directly until after JULY 5, 2006.**

GUEST INFORMATION

Use one form for each room requested - make copies as needed

Arrival Date _____ Departure Date _____

First Name: _____ M.I. _____ Last Name: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

*If providing international telephone numbers, please use/indicate/include country code and city access numbers

Company: _____

Address: _____

Address 2: _____

City/State/Province: _____

Zip/Postal Code, Country _____

HOUSING & ROOM INFORMATION

Please list the name of all hotels in order of preference.

First: _____ Second: _____

Third: _____ Fourth: _____

Circle # of beds requested: 1 2 Due to limited availability, select 2 beds only if necessary.

List all room occupants: _____ Circle # of occupants: 1 2 3 4

Check here if you have a disability requiring special services. Non smoking request

Special requests: _____

GUARANTEE INFORMATION

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. The preferred and easiest method of guarantee is with a credit card (valid at least through the dates of the convention). If you do not have a credit card to use for guarantee, check deposits in the amount of \$125 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s).

American Express Discover Diner's Club MasterCard Visa

Card Number: _____ Expiration Date _____

Name on Credit Card: _____

Cardholder's Signature* _____

*Necessary to process reservation

Check deposit enclosed in the amount of \$125 (per room requested) made payable to: POVA Housing. Refunds for cancelled reservations that are guaranteed with a check deposit will be mailed within 10 business days upon receipt of written notification, less any cancellation fees (if applicable).

Mail check deposit along with the completed housing form(s) to: ASABE 2006AIM - POVA Housing, 1000 SW Broadway, Suite 2300, Portland, Oregon 97205 USA

Do not mail housing forms that were previously sent via FAX or that were made on-line.