

# Hotel Registration and Credit Card Authorization

## Backup Hotel: Embassy Suites Phoenix Biltmore

Note: the Arizona Biltmore has completely sold out of rooms.

**Fax this  
sheet to  
Travel  
Plus!  
(800) 652-  
7330**

Complete this form to confirm your hotel registration. **We need one form per room; please copy the form as needed.** You must fax this form to **Travel Plus (800) 652-7330**. The rooms are blocked under a group contract. Confirmation numbers are issued about two weeks prior to arrival. Include your email address if you would like the confirmation number sent to you.

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address (for credit card): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email for confirmation number: \_\_\_\_\_

Credit Card Type:     American Express         Visa         Mastercard

Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Rates are for 2 adults in the room. (Children under 18 are free.)

\_\_\_\_\_ Two Room Suite - \$229.00    Add your Hilton HHonors number \_\_\_\_\_  
Embassy Suites Phoenix Biltmore, 2630 East Camelback Road, Phoenix, AZ 85016 \* Phone: 602-955-3992

**Free Parking and Internet at the Embassy Suites.** In addition, the self-parking fee of \$7 per day has been waived at the Arizona Biltmore, should you choose to drive to the Biltmore from the Embassy Suites. The Embassy Suites Biltmore and Arizona Biltmore also have on-demand shuttle service between the two hotels. (Be sure to reserve in advance to guarantee your departure time.)

**NOTE: We will send confirmation numbers and information approximately two weeks before arrival. If you would like to be placed on a waiting list for the Arizona Biltmore Hotel, please check here.** \_\_\_\_\_

Rooms are non-smoking.

Number of people in your room: \_\_\_\_\_ Children's ages: \_\_\_\_\_

Names of people staying in your room: \_\_\_\_\_

---

**Hotel rooms must be cancelled 72 hours in advance or you will be charged one night plus tax. If you choose to cancel your rooms, please record the cancellation number in a safe place, should a question arise later.**

---

---

By signing and submitting this form, I agree that the Embassy Suites Biltmore may use this credit card to reserve my room. (The Embassy Suites will charge a deposit.) It is my understanding that the rooms are available to OPEESA at a starting rate of \$229.00 per night. My room tax and room charges, as indicated by my above room type selection, will be billed on this card, and my signature gives the hotel authorization to bill me. If there are any charges that I find a discrepancy with or if I prefer to have charges placed on another credit card, I will take care of this at checkout.



Fax this form to Jackie Rummage at Travel Plus – 1-800-652-7330. E-mail – Jackie@travelplusofnc.com – phone 1-877-644-5888

Internal use: Confirmation Number: \_\_\_\_\_