

# AGLOW 2017 HOUSING RESERVATION FORM

September 27 – October 1, 2017

Housing opens March 1, 2017. Reservation forms must be received by the Aglow onPeak Housing Bureau no later than **September 6, 2017, 5:00pm EST**. For best availability, make your reservation via Internet at [www.aglow.org/housing](http://www.aglow.org/housing), by phone at 877.456.6554 (U.S.), or 312.527.7300 (international) and state that you are with Aglow, or by email at [aglow@onpeak.com](mailto:aglow@onpeak.com), by FAX at 312. 329.9513, or mail this form to: Aglow onPeak Housing Bureau, 350 North Clark Street, Suite 200, Chicago, IL 60654.

## \*\*IMPORTANT INFORMATION\*\* CREDIT CARD GUARANTEE AND AUTHORIZATION

Due to Payment Card Industry Data Security Standard (PCI DSS), a proprietary information security standard for organizations that handle credit cards, onPeak does not accept personal credit card information via email, fax or in paper form. This form is used as a request form only. In order to secure your hotel accommodations, after receipt of this form, an onPeak agent will need to contact you via phone to secure your payment details before confirming your reservation. In an effort to expedite this process we encourage you to book online or call onPeak directly at 877.456.6554 (U.S.), 312.527.7300 (international) for an immediate confirmation of your booking. Otherwise, an onPeak agent will be in contact with you within 2 business days of receipt of this request form.

**PLEASE TYPE OR PRINT CLEARLY** - Use one form for each room requested.

Last Name/Family Name \_\_\_\_\_ First/Given Name \_\_\_\_\_ Mrs./Ms./Mr.

(International guests, please use the name printed on your passport. Please print official last name in ALL CAPITAL LETTERS.

(Circle One)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_  home  work  cell  fax

Please include country and city access numbers (if applicable)

## HOTEL SELECTION

List 3 hotel choices in order of preference:	Your Arrival Date:	Your Departure Date:
#1:		
#2:		
#3:		
Room Type:	1 Bed <input type="checkbox"/>	2 Beds <input type="checkbox"/>
If all requested hotels are unavailable, a reservation will be made in the next available hotel. Please indicate criteria for choices. <input type="checkbox"/> Comparable Room Rate <input type="checkbox"/> Proximity to Conference Site		
To request a suite, please contact the Aglow onPeak Housing Bureau at 877.456.6554. (U.S.), 312.527.7300 (international)		

## NAMES OF ROOM OCCUPANTS (including self)

#1	#2
#3	#4

## SPECIAL REQUESTS (Check all that apply)

<input type="checkbox"/> Handicapped Accessible Room Required	<input type="checkbox"/> Handicapped Accessible Transportation Required
<input type="checkbox"/> Rollaway (extra charge per night may apply)	<input type="checkbox"/> Refrigerator for medication (not available in all rooms)
<input type="checkbox"/> Other:	Note: Special requests are not guaranteed. Requests are honored on a first come, first served basis.

## DEPOSIT/MODIFICATIONS/CANCELLATION INFORMATION

**\*\*ALL MONEY MUST BE IN US FUNDS.\*\*** Please note a deposit of one night's room and tax will be charged at the time of reservation.

All Internet, phone and online reservations must be guaranteed by a credit card, money order or check. If paying by money order or check, please mail to *Aglow onPeak Housing Bureau*, 350 North Clark Street, Suite 200, Chicago, IL 60654. All checks and money orders must be in U.S. dollars, drawn on a U.S. bank, made payable to *Aglow onPeak Housing Bureau*. Credit cards must be valid thru October 31, 2017. Please note a deposit of one night's room and tax will be charged at the time of reservation.

You may modify your reservation up until the day of arrival.

All reservations must be cancelled at least 24 hours prior to arrival in order to avoid the cancellation charge. If cancelling within the 24 hour window, a \$25 service charge will be retained from the one night's deposit refund. In the event that you do not arrive on your requested arrival date, and give no notice to the hotel, the one night's deposit will be retained as a cancellation fee.