

BOOKING YOUR CONFERENCE HOTEL ROOM

Please Read Carefully

- Hotel reservations will be taken on a first-come, first-served basis by Orchid Event Solutions. For best availability and immediate confirmation, make your reservation via the Internet or by telephone. Faxed and mailed housing requests will take longer to process. Please provide three (3) choices of hotels in order of preference, and include a credit card number to guarantee your reservation.
- **All reservations must be received by August 22,** to guarantee availability and conference rates.

Instructions

Reservations by:

- Internet:** Use the interactive, secure site at www.icma.org/conference2014
- Fax:** Fax completed forms to 801-355-0250 (do not mail after faxing)
- Mail:** Orchid Event Solutions, 175 S. West Temple, Suite 30, Salt Lake City, Utah 84101
- Telephone:** Toll free (US): 877-805-4602
International: +1-801-505-4602

Deposit

A deposit of one night's stay in the form of a valid credit card guarantee is required with each reservation.

Room Rates/Taxes

- Reservations must be made by **August 22** to take advantage of special rooms rates. Higher rates may exist after that time. All rates are per room and are subject to 15.25% state and local tax. Reservations may be changed (based on availability) or cancelled until **August 22** without penalty. A \$25 processing fee will be assessed on cancellations after **August 22**.
- Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.
- Rates include a rebate to cover housing and other conference costs.

Acknowledgments

Orchid Event Solutions will send reservation acknowledgements within 24 hours via email if booked online or by telephone; fax and mail acknowledgements will be sent within 72 hours of receipt. If you do not receive your acknowledgement in this time frame, contact Orchid Event Solutions. **You will not receive a written confirmation from the hotel.**

Cancellations/Changes/Refunds

- Cancellations after August 22 and prior to 72 hours before arrival date will be subject to a \$25 processing fee. One night's room and tax will be forfeited if cancellation occurs within 72 hours of arrival.
- Through September 4, send requests for changes and cancellations in writing to Orchid Event Solutions via e-mail (help@orchideventsolutions.com) or fax (801-355-0250). After September 4, contact hotels directly to make changes and cancellations.
- **Do not contact the hotels directly until after September 4th.**

Questions?

For answers to conference housing questions, call Orchid Event Solutions at 877-805-4602 between 7:00 a.m. and 6:00 p.m. Mountain Daylight Time, Monday through Friday or e-mail questions, cancellations, or changes to your reservation to help@orchideventsolutions.com.

Additional Information

Travel to Charlotte

If you need personal attention in booking your travel, you may contact ICMA's travel manager, Garry Staegemann at 215-825-3650 or 1-888-666-4209; email: Garry.Staegemann@corporatetraveler.us and identify the meeting name: ICMA Annual Conference. Corporate Traveler offers those associated with ICMA access to discounted international airfares and discounts with 4 major car rental companies. Note that Corporate Traveler does not handle hotel reservations.

Getting around in Charlotte

Charlotte's Center City is safe, clean, and easy to navigate. All conference hotels are within walking distance of the Charlotte Convention Center, where most conference sessions and events will take place.

Interested in sharing a room?

Sharing a hotel room at the conference can stretch your budget and make your travel expense more affordable. Check out the ICMA Annual Conference online discussion forum at <http://icma.org/conferencegroup> to make the most of your conference trip—anything from seeking a potential hotel roommate to save on housing costs, planning dinner with colleagues with similar interests, or finding peers who are coping with similar issues who you can meet with on-site.



HOTEL GUIDE

- ICMA's block offers a range of hotels in terms of proximity, affordability, and style in order to meet a variety of attendee needs and preferences. All hotels are located in Charlotte City Center (also known as Uptown) and are within walking distance of the Charlotte Convention Center.
- All hotels have business centers, fitness/exercise rooms and indoor pools, restaurants, and gift shops; guest rooms have coffee makers, hairdryers, and iron/ironing boards; and room service is available unless noted otherwise. All hotels are non-smoking.

Westin Charlotte Hotel

Top quality, headquarters (executive board) hotel. Located across the street from the convention center, the Westin Charlotte's modern architecture and amenity-filled rooms and suites offer soaring views of the Queen City skyline. Restore body, mind and spirit in Westin's signature Heavenly Bed, Heavenly Bath and WestinWORKOUT fitness studio.

Rate: \$208 single/double

Aloft Charlotte Uptown at the Epicentre

New quality Starwood hotel located in the EpiCentre entertainment, shopping, and dining complex and offering a blend of design, style, and technology for the modern, savvy traveler.

Rate: \$164 single/double

Hampton Inn Charlotte Uptown

Quality hotel offer the clean and fresh Hampton bed®, free hot breakfast, free high-speed Internet access in your room, complimentary parking, great facilities, and friendly service.

Rate: \$159 single/double

Hilton Charlotte City Center

Top quality hotel located across the street from the convention center offers signature beds and in-room technology that lets you connect virtually any electronic device.

Rate: \$201 single; \$211 double

Hilton Garden Inn Charlotte Uptown

Quality hotel offering spacious guest rooms featuring city views and complimentary high-speed Internet access. Each guest room offers a refrigerator and microwave.

Rate: \$159 single/double

Holiday Inn Charlotte City Center

Quality hotel with modern architecture, stylishly appointed rooms and high-quality service. The hotel features complimentary high-speed, wireless Internet access in guest rooms and the lobby. Amenities include a rooftop rotunda with outdoor pool, hot tub, and great views, as well as free transportation within three miles of the hotel.

Rate: \$149 single/double

Marriott Charlotte City Center

Newly-renovated quality hotel featuring spacious guest rooms with signature Revive beds and furnishings as well as completely overhauled wired and wireless Internet connections.

Rate: \$187 single; \$197 double

Omni Charlotte

Top quality hotel linked to 12 city blocks via sky bridges. Located in the heart of Charlotte's bustling financial, business and entertainment district, this hotel features 30 specialty shops and boutiques, as well as seven distinctive restaurants.

Rate: \$159 single; \$169 double

AMENITIES & DISTANCE CHART

Map code	Hotel	No. of ICMA rooms	Distance from the Charlotte Convention Center	Internet in guest rooms (per day)*	Parking (per day)*
1	Westin Charlotte Hotel (<i>headquarters hotel</i>)	645	Adjacent to the center	\$12.95	Self: \$18; Valet: \$25
2	Aloft Charlotte Uptown	75	3½ blocks	Free	Valet: \$25; Self: 20
3	Hampton Inn Uptown	75	2 blocks	Free	Valet: \$15; Self: \$10
4	Hilton Charlotte City Center	325	1 block	\$9.95	Valet: \$18; Self: \$25
5	Hilton Garden Inn Uptown	75	1 block	Free	Valet: \$10; Self: \$15
6	Holiday Inn City Center	235	5 blocks	Free	Valet: \$22; Self: \$16
7	Marriott Charlotte City Center	327	5 blocks	\$12.95	Valet: \$22; Self: \$16
8	Omni Charlotte	300	3½ blocks	\$9.95	Valet: \$22; Self: \$15

* Internet and parking prices are subject to change. Self-parking has no in/out privileges.



HOUSING FORM

ICMA's 100th Annual Conference



GUEST INFORMATION

Please read "Booking your conference hotel room" before completing this form. (Please print or type)

Arrival Date (mm/dd) _____ Departure Date (mm/dd) _____

First Name _____ M.I. _____ Last Name _____

E-mail Address _____

Daytime Phone _____ Fax _____
If providing international numbers, please include country and city access numbers

Address 1 _____ Address 2 _____

City/State/Province _____ Zip/Postal Code _____ Country _____

Send acknowledgement to: Guest or Other e-mail: _____
(only one acknowledgement will be sent)

HOTEL SELECTION

1. Please use a separate form for each room requested.

Single (1 bed, 1 person) Double (1 bed, 2 persons) Double/double (2 beds, 2 persons) Triple (2 beds, 3 persons)

Check here if you have a disability requiring special services

Two-bedded rooms are limited in most hotels, so we suggest selecting two-bedded rooms only when they are required. This improves your chances of obtaining reservations at one of your hotel choices.

2. Please select three hotel choices from the list of hotels on page 3:

1st _____ 2nd _____ 3rd _____

If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria:

Comparable room rate Proximity to conference site Do not book if all choices are sold out

3. List names of all room occupants:

_____ | _____ | _____ | _____

4. Special requests: _____

To request a hospitality suite or reception room, please contact Donna-Renee Arrington at darrington@icma.org or 202-962-3691.

DEPOSIT INFORMATION

A credit card guarantee is required for each room before a reservation will be processed. With your housing form, please include a major credit card number (with info requested below). The deposit is refundable only if the cancellation is made at least 72 hours prior to noon of your scheduled arrival date.

VISA Discover Diner's Club MasterCard American Express

Card Number _____ Expiration Date _____ Name on Credit Card _____ Cardholder Signature _____

Credit Card Billing Address _____ City, State, ZIP _____ Phone Number _____

Mail housing form to **Orchid Event Solutions, 175 S. West Temple, Suite 30, Salt Lake City, Utah 84101** or fax it to 801-355-0250.

**DO NOT SEND THIS FORM TO ICMA'S WASHINGTON, D.C. ADDRESS
DEADLINE: August 22, 2014**