



**Final instructions**

Telephone, mail, or fax your completed hotel reservation form to the Philadelphia Marriott Downtown. You may also choose to make your hotel reservation online.

**Philadelphia Marriott Downtown Fax:** 215.501.5216

Please type or print clearly. Use one form for each room request. Photocopy additional forms if necessary. The hotel must have an email address on file to provide a written confirmation.

**STEP 1: CONTACT INFORMATION (for confirmation)**

NAME \_\_\_\_\_

LIBRARY/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**STEP 2: RESERVATION INFORMATION**

ARRIVAL DATE \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_

**Philadelphia Marriott room rates\* (a nonsmoking hotel)**

- Single: \$179
- Double: \$179
- Triple: \$199
- Quad: \$219

**Bed type request:**

- King bed
- Double beds
- No preference

**STEP 3: ROOMMATE INFORMATION**

- Do not split hotel charges. Roommate's name will not appear on final bill.
- Split hotel charges. Roommate's name will appear on separate bill to accommodate individual expense reports. Roommate's payment information is required.

**STEP 3: ROOMMATE INFORMATION (continued)**

For multiple roommates, photocopy this page and complete the information for each roommate. Note: Please communicate with your roommates to ensure only one reservation per room request is submitted.

ROOMMATE NAME \_\_\_\_\_

ROOMMATE ARRIVAL \_\_\_\_\_ ROOMMATE DEPARTURE \_\_\_\_\_

TYPE OF ROOMMATE CREDIT CARD  
 MasterCard  Visa  AmEx  Discover

PRINT NAME \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**STEP 4: PAYMENT OPTIONS**

A reservation must be guaranteed with a major credit card or by mailing a check equal to one-night's room rate, including a 14% tax (subject to change), directly to the hotel. The deposit will be applied to the first night of the reserved stay.

- Check enclosed payable to Philadelphia Marriott
- Major credit card

TYPE OF CREDIT CARD  
 MasterCard  Visa  AmEx  Discover

PRINT CARD HOLDER'S NAME \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



If you require accommodations, please attach a written description of your needs.

\* Rates listed exclude a 14% tax.