

HOTEL INFORMATION & RESERVATION FORM

NOTE: FAX BOTH THE HOTEL FORM AND YOUR COUNTY PO TO YOUR HOTEL SELECTION

Make sure to ask for the ACCO Room Blocks

Overflow Hotels

Main Conference Hotel

Embassy Suites
Hotel & Conf. Center
 2501 Conference Dr.
 Norman, OK 73069
 405-364-8040 (James Reinbold)
 County Room Rate is
 \$100.00/night
Breakfast Included

Fax # 405-253-3550

Holiday Inn
Express & Suites
 2500 Conference Drive
 Norman, OK 73069
 405-928-5300 (Lori/Jennifer)
 County Room Rate is
 \$100.00/night
Breakfast Included

Fax # 405-928-5311

Hampton Inn & Suites
 2300 Conference Drive
 Norman, OK 73069
 405-310-3014
 (Shelly McKenzie)
 County Room Rate is
 \$100.00/night
Light Breakfast Bar

Fax # 405-310-3074

When making reservations, please fill out this form completely and fax to appropriate hotel.

Name of the Guest:			
Arrival Date :		Departure Date:	
County/Company:			
Billing Address:			
City:		State:	Zip:
Reservations Requested By:			
Email Address:		Phone #	
Please bill for: (please circle all choices to be billed)			
All Charges	Meals	Internet	Room Only
PO's Must Reflect Rooms and Incidentals on the PO Descriptions			

Hotel Policy Informaton:

- Fax Reservation Form and copy of County PO to the correct hotel listed above.
- Reservations are NOT confirmed WITHOUT a copy of the COUNTY PO
- Call and confirm room reservation 24/48 hours after faxing. Retain confirmation # for your records
- NO-SHOWS and/or FAILURE to check in the first night may still be charged a 1-night stay and/or lose their entire reservation.
- Early check-outs or late cancellations may be subject to each of the current hotel policies above.

*****If you are tax exempt, fax this form along with your PO and a Tax-Exempt Letter.*****

If you are paying by credit card, fax your reservation form and call local hotel phone number listed above with credit card information.