

Reservation Request

VHIMA

Tuesday, April 25, 2007 – Friday, April 27, 2007

RESERVATION DEADLINE: Tuesday, April 10, 2007

Reservations may be made by **calling**:

The Hilton Garden Inn at
1-877-STAYHGI

Or fax this form to:
Reservations Department at 540-548-8820

Or make reservations Online at:
<http://fredericksburg.stayhgi.com>

You may also **mail** this form directly to:

The Hilton Garden Inn
1060 Hospitality Lane
Fredericksburg, VA 22401
Attn: Reservation Department

Use Group Code **“HIM”** when reserving a room(s)

Rates: \$109.00 per room, per night Single/Double Occupancy
Add 10% tax.

Check in time is 3:00 p.m.
Check out time is 11:00 a.m.

In making your reservation, The Hilton Garden Inn requires that you either:

- (1) Enclose a check or money order equal to first night's rate, plus 10% (please no cash)
- (2) Send the entire number of your following credit card: AMERICAN EXPRESS, DINERS CLUB, VISA, MASTERCARD, CARTE BLANCHE, or DISCOVER. Please include the expiration date and your signature.

The Hilton Garden Inn regrets that it cannot guarantee your reservation without one of the above. Deposits will be refunded only if cancellation notice is given prior to 4:00 p.m. the day of arrival. (Please record your cancellation confirmation number.)

If more than one room, please:

- a) enclose list of names/addresses, indicating which guests share room.
- b) indicate how advance deposit should be divided (if applicable).
- c) indicate how final payment will be made (one or more payments).

FORM TO BE COMPLETED – PLEASE PRINT OR TYPE

Name _____ Group _____
Address _____
City _____ State _____ Zip Code _____
Phone (Day) _____ (Evening) _____
Arrival Date _____ Time _____ Departure Date _____ Time _____

Number of Rooms _____ Name for Each Room _____
Number of Guests in Each Room: Adults ____ Children under 18 ____ Number of People Sharing Room _____
Special Requests (Not Guaranteed) __One Bed __Two Beds __Smoking __Non Smoking __Handicapped Accessible

__Check or Money Order Enclosed – Amount \$ _____ __Credit One Room __Credit evenly among All Rooms
__AMEX __CARTE BLANCHE __DINERS CLUB __DISCOVER __MASTERCARD __VISA

Card Number _____ Expiration Date _____
Signature _____ Today's Date _____

A confirmation number will be mailed to you.