



# Attendee Mail-in Hotel Reservation Form for Check Deposits Only

**Forms will be accepted until August 17. Requests received after August 17 will be returned to the contact person listed below.**

## Do not mail this form to TML.

RESERVATIONS WILL NOT BE PROCESSED IF THIS FORM IS INCOMPLETE.  
 Acknowledgements (confirmations) for all reservations are emailed or faxed to the contact person below.  
 DO NOT SEND THIS FORM IF YOU HAVE RESERVED ROOMS ONLINE.

### PLEASE PRINT OR TYPE

Review the list of conference hotels on the TML Conference website and place your top 3 hotel choices here:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

#### Contact Person:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Email Address (**REQUIRED**) \_\_\_\_\_

City/Organization \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Number \_\_\_\_\_ Fax Number \_\_\_\_\_

*Use one line per room and make copies of this form if more rooms are needed.*

Guest Name	Arrival Date	Departure Date	Room Type*	Additional Guest in Same Room
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*Room Types: Will be requested but not confirmed until check-in.

SINGLE (1 room, 1 person, 1 bed) — DOUBLE (1 room, 2 people, 1 bed) — DOUBLE/DOUBLE (1 room, 2 people, 2 beds)  Handicap Accessible

Special Requests: \_\_\_\_\_

**Room Guarantee:** A check deposit of **\$200 per room is required, and must accompany this form**, when reserving rooms by mail. Make your **deposit check** payable to Key Bookings/TML Housing Bureau.

**Mail this form with your check to Key Bookings/TML Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202.**

**Do not mail this form or your check to TML.**

**Questions?** Call housing staff at 877-205-2871.