

# TML★2019

Annual Conference and Exhibition ★ San Antonio



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

**Forms will be accepted until August 23. Requests received after August 23 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, 400 E Pratt St. 10th Floor Baltimore MD 21202 .

**Do not mail this form or your check to TML. Questions? Call housing staff at 877-205-2871.**