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# Central States Conference on the Teaching of Foreign Language

March 6 – 8, 2008

## HYATT REGENCY DEARBORN RESERVATION FORM

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Return this form to: Mail to: Reservations Department, Hyatt Regency Dearborn  
Fairlane Town Center, Dearborn, MI 48126  
Fax to: (313) 982-6884 or call 800.233.1234 or 313.593.1234

*Please type or print:*

Name: \_\_\_\_\_

Sharing Room with:

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

***(If sharing room, all names of roommates must be provided prior to arrival.)***

If sharing room, please check one:

\_\_\_\_\_ Guest room rate should be split evenly between each roommate.

\_\_\_\_\_ Guest room rate should be applied to only one roommate, \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Gold Passport #: \_\_\_\_\_

*Please make the following reservations: (Only one room may be reserved per person)*

\_\_\_\_\_ Single (one person) @ \$126.00 plus \*14% rooms tax

\_\_\_\_\_ Double (two persons, two beds) @ \$126.00 plus \*14% rooms tax

\_\_\_\_\_ Double (two persons, one bed) @ \$126.00 plus \*14% rooms tax

\_\_\_\_\_ Triple (three persons) @ \$151.00 plus \*14% rooms tax

\_\_\_\_\_ Quad (four persons) @ \$176.00 plus \*14% rooms tax

- **If tax exempt, see reverse side of this form.**

Special Requests: (ie., Non-smoking, handicap room, etc.) \_\_\_\_\_

Your special requests are based upon availability at time of arrival. Check-in time is 3 p.m. Check out is 12 Noon.

**Hyatt Regency Dearborn requires your credit card number or a one night's deposit by check to accompany this Reservation Request Form in order for your reservation to be made.**

*Please guarantee reservation with:* \_\_\_\_\_ Check Enclosed \_\_\_\_\_ Credit Card

Card Type & Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Cut Off Date: Reservations must be received no later than Monday, February 11, 2008.**

After February 11, 2008 reservations will be accepted on a space and rate availability basis only. Full refund of deposit will be made upon cancellation of your room reservation if it is received by 3:00pm on the day prior to your arrival.

**IN ORDER TO EXERCISE TAX EXEMPT STATUS**  
**PLEASE SEND THE FOLLOWING WITH YOUR REGISTRATION**

- A form from the Internal Revenue Service/Department of Treasury stating your exemption status must fall under section 501(c) or 501(c)4 in order to qualify for exemption from the Michigan Sales and Use Tax of 6%.
- If paying by **CHECK**, the check must be drawn on the Tax Exempt Group/Organization's Funds. A 501(c)3 or 501 (c)4 form must accompany the check.
- If paying by **CREDIT CARD** (such as a municipality credit card), the state of Michigan will only accept credit card with "Tax Exempt" imprinted below the name of the tax-exempt organization appearing under the cardholder's name. A 501(c)3 or 501 (c)4 form must accompany the credit card.
- Tax exempt status applies only to Michigan State Sales Tax and not to other city or hotel taxes; (6% of the total 14%)
- The Group/Organization must settle their outstanding balance with the hotel before a Tax Exemption may be posted.

Please mail or fax your tax exemption form along with your registration form to the Hyatt Regency Dearborn prior to the annual meeting. Again, the fax number is 313.982.6884.