
OOPSLA '98

Accommodation Reservation Form Information

PLEASE READ CAREFULLY BEFORE COMPLETING THE ACCOMMODATION FORM

Advance Group has been assigned as the Official Housing Bureau for OOPSLA '98. Hotel accommodations for the conference are located in a variety of Vancouver hotel properties. Ten hotel properties have been selected offering room rates to suit all budgets. To qualify for the special conference rates, your hotel request must be made and processed through the Advance Group Housing Bureau via mail, fax or e-mail with the attached housing form.

General Hotel Information

- The Housing Bureau will process your accommodation form either by mail, fax, or e-mail.
- Hotel reservations cannot be processed without your completed form and a \$200 per room deposit.
- The Housing Bureau can not accept phone reservation requests.
- The Housing Bureau will acknowledge receipt of your Accommodation Form by mail or fax. Please allow 15 days for receipt.
- A written hotel confirmation will also be sent directly to you by your assigned hotel.
- Hotel reservations will be assigned on a first-come first-serve basis according to the information you provide on your Accommodation Form.
- All hotel prices quoted are per room and in Canadian funds
- Current applicable taxes: 7% Good Services Tax (GST) and 10% Hotel Tax.
- Accommodation requests and deposits must be received by Housing Bureau no later than **September 17, 1998** to ensure your hotel assignment at the conference rates.

Hotel Changes or Cancellation Information & Applicable Administration Fee(s)

The Housing Bureau must receive all changes and cancellation requests in writing. Your written request is required no later than 5:00 PM on September 17, 1998 in order to allow the Housing Bureau ample time to process and advise your assigned hotel. A processing and administration fee of \$15.00 will automatically be assessed and charged to your credit card number for each name change and all cancellations.

Please be advised that any room cancellations received after October 13, 1998 automatically forfeits the amount of one night's room rate from the initial \$200 deposit as well as the room reservation.

Hotel Deposits

Each hotel requires a deposit to reserve and confirm your accommodation request. Please refer to the hotel selection information and rates detailed in the Advance Program for further hotel information.

Method of Payment

Credit Card

- Accepted Credit Cards:
Visa, MasterCard and American Express.
- An authorized signature on the Accommodation Form is required in order to process any charges to your credit card.
- If re-verification or re-authorization of your credit card becomes necessary, for any reason, an administration processing fee of \$25.00 will be assessed by the Housing Bureau.

Bank Drafts & Money Orders

- Only bank drafts drawn on Canadian banks and issued in Canadian funds are acceptable.
Please make payable to Advance Group/OOPSLA '98.

Company Check

- Only company checks drawn on North American banks and issued in Canadian Funds are acceptable.
Please make payable to Advance Group/OOPSLA '98.

Booking Conditions / Liability

Advance Group acts as an agent for and makes arrangements with hotels providing sleeping room accommodations and hotel services and other independent parties, in order to provide you with accommodations during the OOPSLA 98' conference. Although great care is taken when working with the individual hotels, Advance Group is unable to directly control the suppliers and therefore, cannot be held responsible for their acts or omissions. Advance Group cannot assume responsibility for any claims, losses, damages, or expenses arising out of injury, accident or death, loss, damages of property, delay or inconvenience for any reason.

