Hilton
San Francisco

AIA/APA 2004 JOINT ANNUAL MEETING
January 2-5, 2004

Group Code: AIP

RESERVATION PROCEDURE INFORMATION

1) Only one room reservation per form will be accepted. Please copy this form as needed.

2) **The full first night's room and tax is required as an advance deposit for all reservations.** Deposits are required within 10 days of the date of booking the reservation. Credit cards will be charged at the time that the reservation is made. Your deposit may be made by check or credit card. When using a credit card number, you must include: the expiration date, the cardholder's name and signature.

   If the reservation is made within 15 days of arrival, only a credit card deposit may be used to guarantee a reservation. In the event that a cancellation is necessary, your deposit will be returned if cancelled a minimum of 3 days prior to scheduled arrival. When calling to cancel, please obtain a cancellation number.

3) Rates do not include applicable taxes, currently 14.05%, per room per night.

4) Please reserve your room by **December 3, 2003**. Group rates are based on availability.

5) Please note that bedding accommodations are based upon availability, and we will make every effort to meet your request.

6) Check-in time is 2:00pm. Check-out time is 12 noon.

7) The hotel requires a form of payment upon check-in. A credit card authorization will be obtained to cover the anticipated full amount of room and tax charges plus $50.00 daily for incidentals for the entire length of stay. Only the actual charges incurred will be billed to the card upon check-out.

   If using a debit card, the full amount of anticipated room and tax charges plus $50.00 daily for incidentals for the entire length of stay will be **immediately** billed to the account upon check-in.

8) All food and beverage served in the hotel must be provided by the hotel. Any items brought into the hotel will be subject to a corkage fee.

9) Hilton Worldwide Reservations: 1-800-HILTONS
   Reservations Fax: (909) 791-8501
   Direct Hotel Phone Number: (415) 771-1400

Reservation Information: (PLEASE PRINT)

Last Name | First | Middle

Address

City | State/Province | Zip/Postal Code

Phone | Fax | E-mail

Date of Arrival | Date of Departure

Deposit charged to Credit Card (Type, Number, Expiration Date)

Signature

Share With | HHonors Number | Smoking/Non-Smoking

Special Requests

Please indicate type of room requested:	Run of House	Executive Level
❑ Single (1 bed, 1 person)	$128	$190
❑ Single (2 beds, 1 person)	$128	$190
❑ Double (1 bed, 2 people)	$138	$200
❑ Double/Double (2 beds, 2 people)	$138	$200
❑ Each additional person in room	$20	$20

SUITES

Parlor & 1-bedroom suite	$350 and up
Parlor & 2-bedroom suite	$500 and up

(Please call hotel directly for details.)

PLEASE NOTE: The APA/AIA Placement Service is reserving a special block of suites for Comprehensive Placement Service Registrants only. Interested institutions should contact the Placement Office by 11/21/03.

Please provide names of all room occupants:

1. _____
2. _____
3. _____