GRAPH EXPO 2012 HOUSING FORM

Show Dates: October 7–10, 2012 **Deadline:** September 7, 2012. After September 7, rates may increase and hotel rooms may not be available.

1. To Make Reservations

Check Availability Online at www.graphexpo.com

Expovision will handle all housing for GRAPH EXPO 2012. See following page for instructions, hotel rates and map.

For 20 or fewer rooms you may fax or book online: (703) 205-0235 or www.graphexpo.com

For more than 20 rooms please fax or mail this form to:

GRAPH EXPO HOUSING
c/o Expovision
3141 Fairview Park Drive, Suite 550
Falls Church, VA 22042 Fax: (703) 205-0235

For additional information contact Expovision at: (800) 305-0039 or (703) 770-3911 or e-mail Expovision at: graphexpohousing@expovision.com.

2. Hotel Selection

List the three-letter code (from following page), of the hotels you prefer. List six preferences to avoid delay. Hotel assignments will be made based on availability, according to preference. We will contact you in the event that none of your choices are available.

1st Choice Hotel Code	2nd Choice Hotel Code	3rd Choice Hotel Code

4th Choice Hotel Code	5th Choice Hotel Code	6th Choice Hotel Code

3. Room Guarantee Procedure

All reservations require a credit card guarantee or a check deposit equal to one night's room rate plus 16.4% tax per room being reserved. Provide credit card details below to hold the reservation or send this form with a check payable to "GRAPH EXPO HOUSING". Credit cards will be charged by the hotel for one night's room or suite rate and 16.4% tax approximately 2-4 weeks prior to arrival. If using more than one credit card, please use separate forms for each card. The credit card information must be from a valid card that does not expire until 30 days after the check-out date. To guarantee your reservation with a check deposit, it must be drawn on a U.S. bank and made payable to: "GRAPH EXPO Housing". Please refer to your confirmation for hotel's cancellation and no-show policies.

☐ I am physically challenged and require an accessible room. I may also need special assistance from the hotel in the event of an emergency. Please attach a letter with specific needs.

Room Guarantee Information Credit Card information or Deposit Check must be included for Reservation to be processed.

Credit Card: Use American Express, MasterCard, Visa or Discover only. If using more than one credit card, please use a separate form for each.

Please use the following credit card to guarantee my reservation:

Exp. Date:

Billing Zip Code _____

Authorized Signature: _____

Print Name: _____
(As it appears on card)

Check (U.S. only):

Make check payable to: **GRAPH EXPO HOUSING**

Check # _____

Total # of Room Reservations Requested: _____ **X**

Deposit (one night's room & tax): **$** _____ **=**

TOTAL DEPOSIT = U.S. **$** _____

4. Reservation Details

**Please note that bed types and special requests cannot be guaranteed.*

(Please check one:) ☐ **Exhibitor** ☐ **Attendee**

Names of Occupants: (Bracket names of persons occupying same rooms)	**Arrival Date**	**Departure Date**	**Single** One Person One Bed	**Double** Two People One Bed	**Double/ Double** Two People Two Beds	**Triple** Three People Two Beds	**Quad** Four People Two Beds	✱ Special Requests
								☐ Smoking ☐ Non-Smoking
								☐ Smoking ☐ Non-Smoking
								☐ Smoking ☐ Non-Smoking
								☐ Smoking ☐ Non-Smoking
								☐ Smoking ☐ Non-Smoking

If you are making a reservation for more than 5 rooms, please complete the reservation information below.

	Thursday October 4	Friday October 5	Saturday October 6	Sunday October 7	Monday October 8	Tuesday October 9	Wednesday October 10	Thursday October 11
Example	2	5	10	10	10	10	5	2
Rooms Needed								

5. Confirmation

Please provide the following information. A confirmation will be sent to you via email.

Name _____ Country _____

Company _____ Telephone _____ Cellphone _____

Street or Mailing Address _____ Fax _____

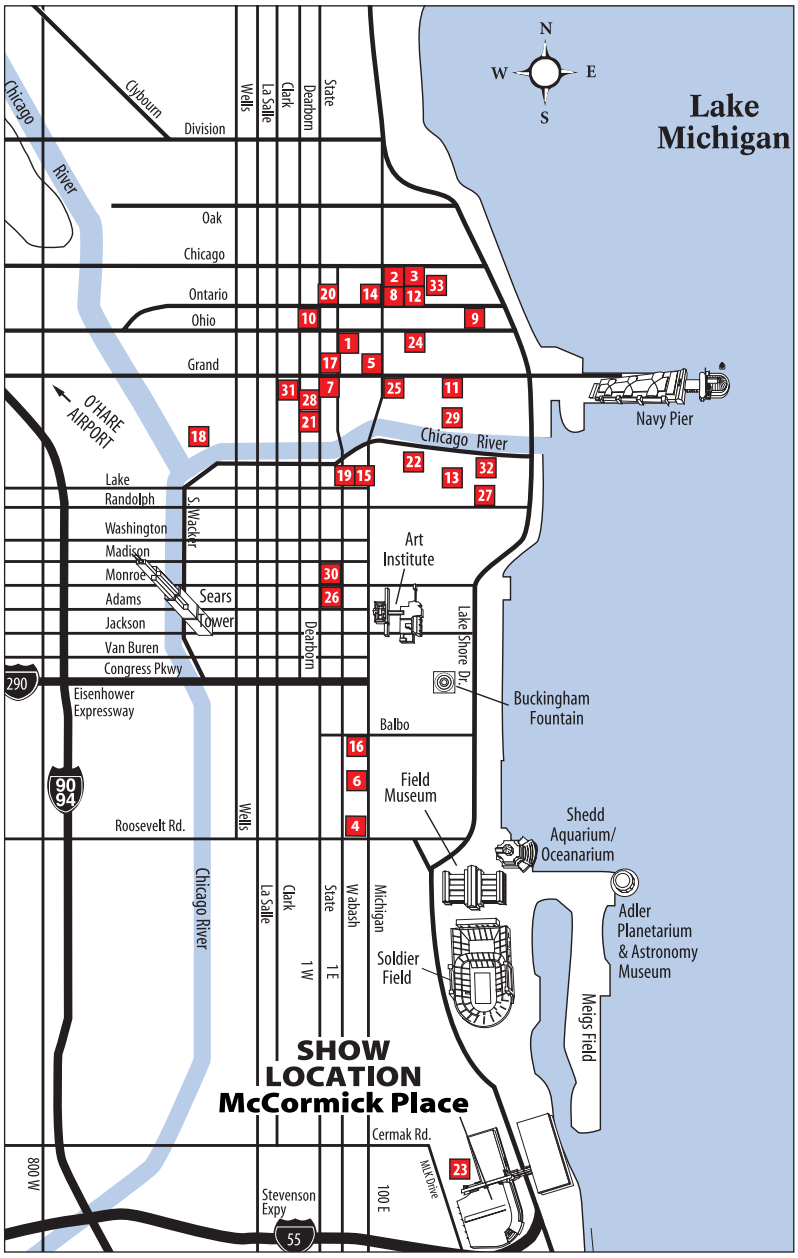
City, State, Zip _____ E-Mail Address (needed for confirmation) _____

Please retain a photocopy of this form for your records.

GRAPH EXPO 2012 Housing Information, Rates and Locations

1. **DEADLINE DATE: Friday, September 7, 2012.** Reservations, changes, and cancellations must be made through Expovision. After September 7, 2012 group rates and room availability cannot be guaranteed. Expovision will continue to process reservations and changes after this date subject to hotel availability.
2. You may make reservations online, by fax or by mail, depending on method of payment and number of rooms requested.
3. All reservations require a credit card guarantee or a check deposit equal to one night's room rate plus 16.4% tax per room being reserved. Provide credit card details to hold the reservation or send housing form with a check payable to "GRAPH EXPO HOUSING". Credit cards will be charged by the hotel for one night's room or suite rate and 16.4% tax approximately 2-4 weeks prior to arrival. If using more than one credit card, please use separate forms for each card. The credit card information must be from a valid card that does not expire until 30 days after the check-out date. To guarantee your reservation with a check deposit, it must be drawn on a U.S. bank and made payable to: "GRAPH EXPO Housing". Please refer to your confirmation for hotel's cancellation and no-show policies.
4. If you choose to use a credit card to guarantee the reservation(s) (**for 20 or fewer rooms**) you may book online at www.graphexpo.com or fax the hotel application directly to Expovision at (703) 205-0235.
5. If you require **more than twenty rooms**, please fax your list with credit card guarantee information to (703) 205-0235 or mail to:

   GRAPH EXPO HOUSING
   c/o Expovision
   3141 Fairview Park Drive, Suite 550
   Falls Church, VA 22042
6. You will receive your confirmation directly from Expovision. This is the only confirmation you will receive. You will NOT receive one from the hotel. Please provide an e-mail address so that you may receive a confirmation by return e-mail.
7. Please note that special requests and bed types cannot be guaranteed.
8. If you need further assistance, contact Expovision at: (800) 305-0039 or (703) 770-3911 or e-mail Expovision at: graphexpohousing@expovision.com.



Hotel rates subject to change. Please visit www.graphexpo.com for best rates.

Hotel Name	Code	Single/Double
1. Acme Hotel Chicago (formerly Comfort Suites)	COM	$169
2. Allerton Hotel Chicago	ALR	$196
3. Avenue Crowne Plaza Chicago Downtown	AVE	$199
4. Best Western Grant Park	BWG	$157
5. Chicago Marriott Downtown Magnificent Mile	CHM	$246
6. Chicago's Essex Inn	ESX	$179/$189
7. Courtyard Chicago Downtown River North	CYM	$211
8. Courtyard Magnificent Mile Downtown Chicago	CCM	$211
9. Doubletree Hotel Chicago Magnificent Mile	DMM	$192
10. Embassy Suites Chicago Downtown	EMB	1 bed $249 s/d 2 beds $269 s/d
11. Embassy Suites Chicago Lakefront	ESL	$259
12. Fairfield Inn and Suites Chicago Downtown	FAI	$205
13. Fairmont Chicago Millennium Park	FAR	$239/$259
14. Four Points by Sheraton Downtown Magnificent Mile	FPS	$189
15. Hard Rock Hotel Chicago	HRK	$194
16. Hilton Chicago	CHH	$240
17. Hilton Garden Inn Chicago Downtown	HGI	$204
18. Holiday Inn Chicago Mart Plaza	HMA	$195
19. Hotel 71	HOS	$205
20. Hotel Cass - A Holiday Inn Express	CAS	$192
21. Hotel Sax	HSX	$209
22. Hyatt Regency Chicago	HRC	Special Opening Rate of $203*
23. Hyatt Regency McCormick Place	HMP	$263
24. Inn of Chicago Magnificent Mile	INN	$179
25. InterContinental Chicago Magnificent Mile	ICC	$241 Main/$271 Historic
26. Palmer House Hilton	PLM	$219
27. Radisson Blu	RBA	$199
28. Residence Inn Chicago River North	RRN	$219
29. Sheraton Chicago Hotel & Towers	SHC	$299
30. Silversmith Hotel & Suites	SIL	$199
31. Springhill Suites Chicago River North	SRN	$209
32. Swissotel Chicago	SWS	$263
33. Wyndham Chicago	WYN	Early Bird Rate of $209*

Hotels current occupancy tax is 16.4% (subject to change).

Hotel rates as of March 2, 2012.

* Special opening rates are subject to change at any time and rates are only confirmed at the time your reservation is processed. Please visit www.graphexpo.com for current rates.