

Global Finals

Family & Friends Hotel Accommodations

Thank you for your interest in Destination ImagiNation Family & Friends Hotel Accommodations. We have arranged room blocks at a variety of Knoxville area hotels for those traveling with DI Global Finals teams but not staying with the team in team housing. For complete listings and descriptions of each available hotel property, please visit www.globalfinals.org. After you have reviewed the available choices, it would be our pleasure to arrange rooms on your behalf.

Please complete the Family and Friends Hotel Accommodations Request Form found immediately following this Information Sheet. **You may submit one form for every 2 rooms requested. (If you need 2 rooms or less, submit one form; if you need 3-4 rooms, please submit two forms, etc.)** Please consider the important points below as you make your decisions:

- Reservations will be made on a first come, first served basis.
- Reservations will be accepted by fax using the Request Form (865-974-0264) or by phone (865-974-0280).
- Be sure to list at least 2 choices in the event your first choice is already sold out.
- Credit Card information and signature must be included in order for us to process your request for rooms.
- Hotels reserve the right to charge one night's deposit onto the credit card listed below.
- Once your hotel rooms are reserved, you will receive a confirmation letter.
- Airport and campus transportation will not service Family and Friend Hotels.
- Destination ImagiNation and The University of Tennessee cannot guarantee your rates, room type, hotel facilities, or management.
- Participating teams are expected to stay in official Global Finals housing either on The University of Tennessee campus or Global Finals downtown/area Knoxville hotels. If a team decides to make its own arrangements for housing, there will be a \$4,000 team registration fee due to Destination ImagiNation, Inc. Destination ImagiNation is the proud sponsor of the Destination ImagiNation school program and Global Finals.
- Should you need to cancel or change your reservation, please do so in writing before May 4, 2009 in order to receive any necessary refunds. No refunds will be available after May 4.

Questions? Please contact Megan Bolton with UT Conferences using the contact information below.

UT Conferences – P.O. Box 2648 – Knoxville, TN 37901

Phone: 865-974-0280

Fax: 865-974-0264

E-mail: mbolton@utk.edu

Note: Due to the unpredictability of spam filters, please call Megan by phone if you do not receive a timely response to your e-mail.

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Family & Friends Hotel Accommodations Request Form

Please complete this form entirely and fax to 865-974-0264 or call 865-974-0280 to register. NOTE: For more than 2 rooms, please make additional copies before filling out form.

First/Last Name of Person Submitting Form: _____

How can we contact you if there are questions? Phone _____ E-mail _____

Please list hotel choices in order of preference:

NOTE: For complete descriptions of each available hotel, please visit www.globalfinals.org.

1. _____
2. _____
3. _____

Room #1: Room Type (please circle) One King/Queen Bed Two Double/Queen Beds

Guest's Last Name _____ First Name _____

Arrival Day/Date _____ Day/Date _____

(check-in and out times vary by hotel)

Total # Occupants in this room: Adults _____ Children _____ *Rollaways are subject to availability upon check-in

Special Requests: _____

Credit Card (circle one) VISA MASTERCARD AMEX DISCOVER

Card # for deposit _____ - _____ - _____ - _____ Expiration Date _____

Name on Card _____ Home Phone (_____) _____

Address _____ City _____ State/Country _____ Zip _____

Authorized Signature _____ Date _____

Room #2: Room Type (please circle) One King/Queen Bed Two Double/Queen Beds

Guest's Last Name _____ First Name _____

Arrival Day/Date _____ Day/Date _____

(check-in and out times vary by hotel)

Total # Occupants in this room: Adults _____ Children _____ *Rollaways are subject to availability upon check-in

Special Requests: _____

Please charge this room to the credit card listed for Room #1.

Credit Card (circle one) VISA MASTERCARD AMEX DISCOVER

Card # for deposit _____ - _____ - _____ - _____ Expiration Date _____

Name on Card _____ Home Phone (_____) _____

Address _____ City _____ State/Country _____ Zip _____

Authorized Signature _____ Date _____

Change/Cancellation Policy: All changes and cancellations must be submitted in writing (see contact information below). No refunds will be available on or after May 4, 2009.

Questions? Please call Megan Bolton at number below or e-mail mbolton@utk.edu.

UT Conferences – P.O. Box 2648 – Knoxville, TN 37901 – (Ph) 865-974-0280 – (Fax) 865-974-0264