

# Global Finals 2008

## Family & Friends Hotel Accommodations

Thank you for your interest in Destination ImagiNation 2008 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](http://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 3 rooms requested (If you need 3 rooms or less, submit one form; if you need 4-6 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 2008.
- Should you need to cancel or change your reservation, please do so in writing before May 5, 2008 in order to receive any necessary refunds. No refunds will be available after May 5.

**Questions?** Please contact Megan Henderson 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: [mhende10@outreach.utk.edu](mailto:mhende10@outreach.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.

# Global Finals 2008

## Family & Friends Hotel Accommodations Request Form

**Please complete this form entirely and fax to 865-974-0264 or call 865-974-0280 to register.**

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](http://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 \_\_\_\_\_

**Room #3:** 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 5, 2008.

**Questions?** Please call Megan Henderson at number below or e-mail [mhende10@outreach.utk.edu](mailto:mhende10@outreach.utk.edu).  
 UT Conferences – P.O. Box 2648 – Knoxville, TN 37901 – (Ph) 865-974-0280 – (Fax) 865-974-0264