

# HOUSING FORM

2017 OMEA PROFESSIONAL DEVELOPMENT CONFERENCE  
Cleveland, Ohio • February 2-4, 2017

## RESERVATIONS CAN BE MADE BY CHOOSING ONE OF THE FOLLOWING OPTIONS:

All reservations require a credit card. No checks will be accepted. Credit cards expiring 02/17 and earlier are not valid and will not be processed.

- 1.) **INTERNET:** www.omea-ohio.org  
Do not mail and/or fax after submitting online.
- 2.) **FAX:** 844-662-6124 - Do not mail after faxing.
- 3.) **MAIL:** Send a completed form (one copy per room) to:  
Destination Cleveland Housing Bureau  
Attn: Casey Gwin, CMP  
334 Euclid Ave, Cleveland, OH 44114
- 4.) **EMAIL:** housing@destinationcle.org

## DEADLINE FOR SPECIAL RATES IS JANUARY 10, 2017.

- No telephone reservations will be accepted by the Housing Bureau.
- Photocopy this form if more than one room is required.
- Only one room may be requested under each name.
- Rooms are assigned on a first-come, first-serve basis.
- Allow up to two weeks for an acknowledgement.
- After January 10, 2017, rooms and rates are based on availability.

Confirm reservation to: (Only one acknowledgement will be sent)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## RESERVATION DEPOSIT:

All hotels require a credit card for guarantee. Requests received without credit card information will not be processed. Please fill out the credit card information entirely. Credit cards must be valid through February 2017 in order to be considered a proper guarantee.

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> American Express | <input type="checkbox"/> Master Card |
| <input type="checkbox"/> Visa             | <input type="checkbox"/> Discover    |
| <input type="checkbox"/> Diner's Club     |                                      |

Card #

Expir.   /

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## HOTEL RATES

| Hotel  | Single | Double | Triple | Quad  |
|--|--------|--------|--------|-------|
| Cleveland Marriott at Key Center                 | \$159  | \$159  | \$159  | \$159 |
| Westin Cleveland                                 | \$159  | \$159  | \$159  | \$159 |
| Doubletree by Hilton Cleveland Downtown-Lakeside | \$120  | \$120  | \$120  | \$120 |
| Hampton Inn Cleveland Downtown                   | \$119  | \$119  | \$119  | \$119 |
| Hilton Cleveland Downtown                        | \$167  | \$167  | \$167  | \$167 |
| Drury Plaza Hotel Downtown Cleveland             | \$149  | \$149  | \$149  | \$149 |
| Hyatt Regency at the Arcade                      | \$159  | \$169  | \$174  | \$179 |

\*Rates quoted above are subject to 16.5% tax (Subject to change).

## HOTEL PREFERENCE:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

List Names of all occupants

(List all occupants' arrival and departure dates if different.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ROOM TYPE PREFERENCE\*:

- |  |  |
|--|--|
| <input type="checkbox"/> Single - (1) guest                | <input type="checkbox"/> Double - (1) bed/2 guests |
| <input type="checkbox"/> Double/double - (2) beds/2 guests |  |
| <input type="checkbox"/> Triple - (2) beds/3 guests        | <input type="checkbox"/> Quad - (2) beds/4 guests  |
| <input type="checkbox"/> Wheelchair accessible             |  |

\* Room type preferences and special requests cannot be guaranteed.

## CHANGES/CANCELLATIONS:

Continue to use the OMEA Housing Bureau for all changes or cancellations through January 20, 2017 (4:00 p.m. EST) via internet, fax, email, or mail. After January 20, 2017, all new reservations, changes, and cancellations must go through the hotel. Do not contact the hotels directly until after January 20, 2017.