



**PCA Short Course on Soap &
Turpentine Recovery and Tall Oil
Processing
Atlanta, GA- USA**

Room Reservation Form

March 10 to 12, 2015

Please complete and return this form by fax directly to the hotel:

Group Code: Pine Chemicals Association, Inc.
 Secure Fax: 1-404-767-0844 | Phone Reservations: 1-404-559-6890
 Forms may be e-mailed to: joyce.leaphart@hilton.com

Guest Information

Last Name (Surname or Family Name)		First Name (Given Name)		Spouse/Guest Name:	
Job Title		Work Phone			
Company		Cell Phone			
Street Address					
City - State - Postal Code - Country					
E-Mail Address					

Duration of Stay

Check In Date:	/ / 2015	Check Out Date:	/ / 2015	Number of Guests :
Check In/Out Times	Check In Time: 4:00 pm on day of arrival Check Out Time: 12:00 pm on day of departure			
Reservation Cut-Off Date	Sunday- February 15, 2015 Any reservation received after cut-off date will be confirmed based on space availability.			
Deposit / Cancellation Policy	Deposit: A deposit of one night's room/tax is due at the time of reservation confirmation. Reservations must be secured by a valid credit card issued by AmEx, Discover, Master Card or Visa. Balance value of stay will be paid upon checkout. Cancellations must be made by 11:59 pm EST one day prior to the scheduled arrival date. Cancellations made less than 24 hours from arrival date will forfeit the first night's deposit (room rate and applicable taxes).			

Room Type/Rate (Group Rates are extended 3 days before and after March 10-12, based on availability)

Room Type and Daily Room Rate	\$ 109.00 Single Occupancy, 2 Double beds
	\$ 109.00 Single Occupancy, One King bed
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+ 7% Georgia state sales tax and hotel occupancy tax of 7% (per room, per night, to be added to final bill):	
Rate Includes:	<ul style="list-style-type: none"> ◇ Complimentary Wi-Fi Internet Access in guest rooms ◇ Complimentary Shuttle service to and from Hartsfield Jackson Airport and areas nearby hotel ◇ Complimentary Self-Parking

Notes

Children 17 and under stay free when sharing a room with parents
Upgrades: Please contact the hotel for rates and availability
Special Requests:

Payment Information (charge to the following credit card)

Credit Card Number		
Name as it appears on Card	Exp Date (mm/yyyy)	Card Security Code
Billing Street Address		
Billing City, State, Postal Code, Country		
Signature of Cardholder		