



## HOTEL ACCOMMODATIONS RESERVATION FORM

**Group Name:** AMERICAN ASSOCIATION OF INSURANCE SERVICES

**Event Name:** The AAIS Main Event, April 22-24, 2007      **Deadline:** March 19, 2007

### GETTING YOUR ROOM:

**CALL:** 800-874-9600, Mon-Fri, 8-5, Eastern Time (refer to AAIS)

*Outside of these hours reservation agents may not be able to access rooms blocked for the AAIS Main Event.*

**FAX THIS FORM:** 843-722-0623

**MAIL THIS FORM:**

The Mills House Hotel  
115 Meeting Street, Charleston, SC 29401

Please complete the following information and return to the Mills House via fax **843-722-0623** or call **800-874-9600** and refer to AAIS. The Hotel must receive all reservations no later than **March 19, 2007**. Please make reservations as early as possible.

The rate for dates 4/20/07 - 4/25/07 is \$190. There are a limited number of rooms for the night of Saturday.

Any reservation received after the cut-off date will be accepted on a space and/or rate available basis only. Should the guest room block be filled prior to the cut-off date, any additional room requests will be negotiated on a space and/or rate available basis. Extensions prior to or past the event's dates are subject to room and rate availability.

Hotel check in time is 3:00 p.m. and check out time is 11:00 a.m. Hotel will not guarantee early check in or late check out to the guest until day of check in/check out.

Please **Type** or **Print** Clearly. Reserve accommodations for the following guests:

NAME:	COMPANY:		
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TEL #:	FAX #:	E-MAIL:	
ARRIVAL DATE:	AT	(AM/PM)	NUMBER OF ADULTS:
DEPARTURE DATE:	AT	(AM/PM)	
SIGNATURE:	DATE:		

There will be an additional charge of \$25.00 per day for each additional person over age 18 and/or over two people in a guestroom. The maximum number of people per guestroom is four (4). A maximum of two (2) children under the age of eighteen (18) per room are complimentary. Rates are subject to all applicable taxes at the time of your event. The current taxes are 12.5% and are subject to change.

All reservations must be guaranteed with a major credit card or a first night's room deposit.

Cancellation policy is 48 hours prior to arrival date, after which time this deposit is non-refundable.

**METHOD OF PAYMENT:**  American Express     MasterCard     VISA     Diners Club     Carte Blanche  
 Check Enclosed (*made payable to: The Mills House*)

ACCOUNT NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

NAME AS IT APPEARS ON THE CARD: \_\_\_\_\_

SIGNATURE OF CARD HOLDER: \_\_\_\_\_

**ROOM REQUESTS:**     King Bed     Double Beds     Non-Smoking     Smoking

SPECIAL REQUESTS: \_\_\_\_\_