

**AMERICAN ASSOCIATION FOR JUSTICE**  
**2009/2010 HOTEL AND TRAVEL RESERVATION FORM**

Executive Travel Associates (ETA) is the official travel agency for the American Association for Justice. ETA offers special hotel rates and airfares for all meetings. Please complete this form and return it to: Executive Travel Associates, 1333 New Hampshire Ave., Ste. 701, Washington DC 20036, Attn: Groups Dept. or fax to **202-785-5256** or visit [www.exectravel.com/meetings/aaaj](http://www.exectravel.com/meetings/aaaj). If you need further assistance, please call 800-577-7539.

NAME(S): Please list all names occupying the room:

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

Firm/Company: \_\_\_\_\_

Address: include city state zip- \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ FAX: \_\_\_\_\_

Home \_\_\_\_\_ E-Mail: \_\_\_\_\_

**FALL 2009**

Dec. 2-5 2009 Case Plus Program, St. Regis Houston, Houston, TX.....\$189.00 per night.

Dec. 11-13 2009 Weekend with the Stars, Sheraton New York Hotel & Towers, New York, NY  
\$429.00 per night plus \$3.50 occupancy tax per night.

**SPRING 2010**

Jan. 15-18 2010 Advanced Deposition College, Hotel Monaco, Denver, CO.....\$179.00 per night.

Feb. 12-15 2010 Damages College, Hotel Palomar Midtown, Atlanta, GA.....\$179.00 per night.

Feb. 26-27 2010 Trucking Seminar, Westin Canal Place, New Orleans, LA.....\$199.00 per night.

Room Type: Single \_\_\_\_\_ Double: \_\_\_\_\_ Suite Request (rates on request): \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**HOTEL RESERVATIONS**

A credit card for guarantee is required to confirm a reservation. To avoid a cancellation charge, notification must be received *in writing* at least 96 hours prior to arrival. Pre and post nights are subject to availability and the rate is not guaranteed at the group price, but at the discretion of the hotel. *Any* communications regarding hotel reservations will be accepted by fax or email only.

**TRAVEL RESERVATIONS**

Please indicate your travel needs in this section. We will contact you with options fitting your request. Once you choose and book your itinerary, we will send you an email to reconfirm your reservation. You must **PROMPTLY** approve said itinerary before a ticket can be issued. Approval may be given by signing the itinerary and faxing it back or sending an email to confirm ticketing. Fares are not guaranteed until ticketed. Electronic tickets will be issued unless specified otherwise.

To (city/airport) \_\_\_\_\_ From (city/airport) \_\_\_\_\_

Arrival Day/Date/Time \_\_\_\_\_ Departure Day/Date/Time \_\_\_\_\_

Seating Preference:  Window  Aisle  First Class  Coach

Special Requests (meals, wheelchair, etc) \_\_\_\_\_

Car Rental Request (car type, pick up and drop off times, etc) \_\_\_\_\_

**PAYMENT INFORMATION**

Credit cards or checks can be used for hotel deposits and airline tickets. Your signature below authorizes ETA to charge your card. Make checks payable to ETA for airline tickets or to the hotel for pre-payments. Send all checks to ETA.

Charge to  American Express  MasterCard  Visa  Personal chk. -amt. \$ \_\_\_\_\_

Card # \_\_\_\_\_ Exp. (Mo. /Yr.) \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

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