



# Transportation Research Board 94th Annual Meeting

January 11–15, 2015 ■ Washington, D.C.

## Showcasing Transportation Innovation

### REQUEST FOR HOSPITALITY SUITE – Marriott Marquis

**Opens Thursday, July 24, 2014, Noon ET**

Only organizations with space contracted in the exhibit hall, or Annual Meeting Patrons, are eligible to reserve guest room suites for hospitality suite purposes. **Suites may only be open: Sunday-Wednesday, 6am-8am and 5:30pm-10pm.** A hospitality suite does not count toward an exhibitor's housing allotment. Suites may be limited; requests are processed on a first come, first served basis in the order received. Suites range from \$400 to \$3,500. **Product demonstrations are not permitted in hospitality suites.** For more information, contact customer service at [TRB@jspargo.com](mailto:TRB@jspargo.com).

**1. Contact:** The TRB Housing Bureau will confirm suite reservations by email within seven (7) business days to the contact listed below.

Name:	Organization:	
Address 1:	Address 2:	
City:	State:	Zip/Postal Code:
Country:	Email:	
Phone:	Fax:	

**2. Marriott Marquis:**

**Suite Type:**    ☐ 1-Bedroom    ☐ 2-Bedroom    ☐ Mezzanine Hospitality Suite

**How many people should the parlor accommodate?** \_\_\_\_\_ (For meeting or hospitality)

(Visit the TRB Annual Meeting Exhibits Website for detailed suite information.)

**3. Suite OR Mezzanine Hospitality Suite Reservation:** Occupant(s): \_\_\_\_\_

Arrival:      Day \_\_\_\_\_      January \_\_\_\_\_, 2015

Departure:    Day \_\_\_\_\_      January \_\_\_\_\_, 2015

**Requests:** \_\_\_\_\_

**4. Deposit Information:** A credit card guarantee is required to confirm suite reservations. **This form will be returned if credit card information is not provided.** The credit card will not be charged at the time the reservation is made. The credit card, which must be valid through January 2015, will be charged if the reservation is not cancelled within 48 hours of arrival or if the traveler is a no-show. **(Purchase Orders are not accepted.)**

☐ American Express      ☐ MasterCard      ☐ VISA

Card #: \_\_\_\_\_      Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Print Card Holder Name: \_\_\_\_\_      Signature: \_\_\_\_\_

**5. Changes/Cancellations:** Prior to December 24, 2014, any changes or cancellations must be referred in writing to the TRB Housing Bureau at: [TRB@jspargo.com](mailto:TRB@jspargo.com). During the period December 24-29, 2014, NO changes can be made to your reservations (by the TRB Housing Bureau OR the hotels). Beginning December 30, 2014 contact your confirmed hotel directly for changes or cancellations. If cancellation occurs within 48 hours of arrival or the traveler is a no-show, the credit card provided for the arrival guarantee will be charged one night's room and tax by the hotel.

**6. Send Completed Forms to the TRB Housing Bureau:** Print, complete, scan and email: [TRB@jspargo.com](mailto:TRB@jspargo.com), Fax: 703-563-2715; or mail-overnight: JSpargo/TRB Exhibitor Housing, 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030.