

INSTRUCTIONS

Reservations can be made by choosing one of the following methods:

- **ONLINE** at apha.org/meeting-housing to receive instant confirmation!
- **FAX** a completed form, one copy per room, to 703-631-6288.
- **MAIL** a completed form to APHA Housing Services, c/o Spargo, Inc .
11208 Waples Mill Rd, Suite 112, Fairfax, VA 22030.
- **CALL** the APHA Housing Services [SPARGO, Inc], 8:30 a.m.–5 p.m. EST,
Monday–Friday, closed government holidays at:
866-871-5085 (toll-free); 571-549-4524 (international)

CONFIRMATIONS

Confirmations will be sent after each reservation booking, modification and/or cancellation. Review carefully for accuracy. If confirmation is not received via email within 5 days after any transaction, please contact APHA Housing Services at 866-871-5085.

ROOM RATES/TAXES

- To take advantage of the discounted APHA convention rates, reservations must be made by **Oct. 9, 2019**. After this date room availability and rates are not guaranteed.
- All rates are per room, per night and are subject to a tax rate of 16.25%.
- When making a reservation, please provide room, bedding preferences and special requests on this form. The hotels will assign specific room types upon check-in, based on availability. Please be advised that requests are not guaranteed.

CANCELLATION POLICY

- All hotel cancellations must be made online or in writing to APHA Housing Services no later than 5 p.m. ET, **Oct. 28, 2019**. Written cancellations must be emailed to aphahousing@spargoinc.com. You will be required to enter the reservation confirmation number to cancel your reservation online.
- After **Oct. 28, 2019**, please contact the hotel directly to cancel or modify your reservation.
- If a reservation is cancelled less than 72 hours from confirmed arrival, or not cancelled at all (no-show), the hotel will charge a penalty equal to one night of room and tax charges.

GUEST INFORMATION

First Name _____ Last Name _____ MI _____

Organization _____

Mailing Address _____

City _____ State/Country _____ ZIP _____

Email _____

Daytime Phone _____

If outside the USA, please include country and city codes with phone/fax numbers.

HOTEL INFORMATION

Arrival Date: _____

Departure Date: _____

Hotel Selection (List three choices in order of preference.)

First: _____

Second: _____

Third: _____

Reservations will be processed on a first-come, first-served basis. If all three requested hotels are unavailable, please process this reservation according to:

- Comparable room rate Proximity to Convention Center


Room Type Single (1 person) Double (2 people, 1 bed)
 Double (2 people, 2 beds) Triple (3 people) Quad (4 people)

List All Room Occupants (Yourself first)

1. _____
2. _____
3. _____
4. _____

Special Requests

Smoking Non-Smoking King other: _____

 Accessible Room (describe needs): _____

Please note: Accessibility Surveys of the APHA hotels are available online at apha.org/meetings/access. ADA rooms are guaranteed.

RESERVATION GUARANTEE

A credit card guarantee (preferred method) or a deposit check in the amount equal to one night's room rate and tax is required with each reservation request. Hotel Reservation Forms received without a method of guarantee cannot be processed. Cash deposits and wire transfers are not accepted. After **Oct. 9, 2019**, credit card provided may be charged a deposit equal to one night's room and tax by the hotel.

Type of Card: American Express MasterCard Visa Discover

Card Number _____ Expiration Date (Must be valid through Nov. 2019) _____

Cardholder's Name _____

Billing Address _____

Signature (required, authorizing charge & cancellation policy) _____

Check To pay the deposit by check, the check must be equal to at least one night's room rate and tax. Complete the Hotel Reservation Form or call APHA Housing at 866-871-5085 to reserve a room. Once a reservation request has been processed, confirmation will be sent via email confirming the hotel assignment. Check deposits must be made payable to the assigned hotel, mailed to APHA Housing Services, and received by **Oct. 9, 2019**, or reservation will be cancelled. Only deposits paid by check will appear on the hotel bill upon check-out.

HOTEL INFORMATION

SHUTTLE INFORMATION

Limited shuttle service will be provided at select hotels in Philadelphia. Hotels with this service are noted below. The majority of hotels are within one mile of the convention center and will not offer shuttle service.

Note: An ADA on-call van will be available for those with mobility issues and concerns.

Get a better view of the map at apha.org/meeting-housing.



HOTEL	ADDRESS	RATE (SINGLE/DOUBLE)	WALKING TIME TO CON. CENTER
1. Aloft Hotel Convention Center	101 N. Broad St.	\$234/234	4 min.
2. The Bellevue Hotel	200 S. Broad St.	\$237/237	5-10 min.
3. Best Western Plus Convention Center	1225 Vine St.	\$219/219	4 min.
4. Courtyard Philadelphia Downtown (future name change: The Notary Hotel)	21 N. Juniper St.	\$232/232	4 min.
5. Doubletree by Hilton Hotel Philadelphia	237 S. Broad St.	\$237/237	5-10 min.
6. Embassy Suites Hotel Philadelphia Center City	1776 Benjamin Franklin Pkwy.	\$214/214	5-10 min.
7. Hampton Inn Convention Center ²	1301 Race St.	\$232/232	4 min.
8. Hilton Garden Inn Philadelphia ²	1100 Arch St.	\$245/245	4 min.
9. Hilton Philadelphia at Penn's Landing ^{1,2}	201 S. Christopher Columbus Blvd.	\$237/237	16-25 min.
10. Holiday Inn Express Philadelphia East Penn's Landing ^{1,2}	100 N. Christopher Columbus Blvd.	\$199/199	16-25 min.
11. Holiday Inn Express Philadelphia Midtown ²	1305 Walnut St.	\$224/224	5-10 min.
12. Home2 Suites Philadelphia	1200 Arch St.	\$239/249	4 min.
13. Le Meridien Philadelphia	1421 Arch St.	\$235/235	4 min.
14. Loews Philadelphia Hotel	1200 Market St.	\$239/239	4 min.
15. Philadelphia 201 Hotel (formerly Sheraton Philadelphia Downtown)	201 N. 17th St.	\$237/237	4 min.
16. Philadelphia Marriott (Headquarters Hotel)	1201 Market St.	\$237/237	4 min.
17. Residence Inn by Marriott Philadelphia	1 E. Penn Square	\$237/237	4 min.
18. Ritz-Carlton Hotel, Philadelphia	10 Avenue of the Arts (Broad St.)	\$269/269	4 min.
19. Sheraton Philadelphia Society Hill Hotel ¹	1 Dock St.	\$229/229	16-25 min.
20. The Warwick Hotel Rittenhouse Square ²	220 S. 17th St.	\$237/237	11-15 min.
21. The Westin Philadelphia Hotel	99 S. 17th St. at Liberty Place	\$259/259	5-10 min.
22. The Windsor Suites	1700 Benjamin Franklin Pkwy.	\$219/219	5-10 min.
23. Wyndham Philadelphia Historic District ²	400 Arch St.	\$199/199	11-15 min.

ROOMMATE LOCATOR

APHA offers an online Roommate Locator service for attendees looking to share hotel room expenses. To access the Roommate

Locator visit apha.org/meeting-housing to register and/or search for a roommate.

It is the responsibility of potential roommates to contact each other directly and to make appropriate hotel reservations through APHA Housing Services.

RESERVE YOUR HOTEL ROOM ONLINE.

It's important that you book directly with APHA Housing Services and stay within the block.

apha.org/meeting-housing

NOTES:

¹Meeting shuttle provided
²Union property

Rates do not include taxes (currently 16.25%)