

TSA
LODGING INFORMATION
MUSIC ROAD HOSPITALITY

Pigeon Forge, Tennessee

March 31, April 1, 2 (conference dates)

Conference ends at noon on Wednesday, April 2, 2008

1) Rooms Must be reserved by use of this lodging form. Please type or print clearly. **INITIAL LODGING REQUEST DEADLINE IS FEBRUARY 20, 2008. After this date, hotel assignments will begin.**

2) You can submit your forms by fax or mail. No phone calls or emails will be accepted for rooms reservations(follow-up correspondence will be sent via fax OR email).

3) Tax Exempt form from school must be submitted with lodging form.

4) The forms will be accepted on a first come, first served basis.

5) Music Road Hospitality will assign schools to hotels, based on date of receipt of form, but reserves the right to move groups to different hotels up to 30 days prior to arrival to make “best fit” to make maximum use of space.

6) Hotels will be assigned initially in the following order based on date form received:

Music Road Hotel

Music Road Inn

(Holiday Inn Express– across street—only when above rooms are full)

7) Music Road Hotel and Music Road Inn have many different room types and a small amount of smoking rooms. Assignment of the smoking rooms will be random in order to keep groups together.

8) Advisors and teachers which can take a king room should be indicated on the form. This allows best use of rooms and will assist in keeping groups together.

9) Once Lodging form is received, you will be sent a confirmation with the total dollar amount of your rooms, and a rooming list form. Full payment for the rooms you will be responsible for will be due UPON ARRIVAL. This will allow adjustments to your room block. Final rooming list will be due on FEBRUARY 28, 2008 DO NOT excessively over estimate the rooms you will require, as this may prevent another school from staying in a host hotel. Last day to drop rooms will be FEBRUARY 28,2008. After this date, a one night penalty will be charged for each room dropped.

10) Changes: If you need to make changes to your room block (additions or subtractions), you will be sent instructions with your confirmation. Your change will be made and a confirmation faxed to your school.

COMPLETE LODGING FORM AND RETURN TO:

Ms. Yera Shah

MUSIC ROAD HOTEL

303 HENDERSON CHAPEL ROAD

PIGEON FORGE, TN 37863

FAX 865-286-2236

TSA LODGING FORM
MUSIC ROAD HOSPITALITY
Pigeon Forge, Tennessee
March 31, April 1, 2 (conference dates)



SCHOOL NAME: _____

ADDRESS: _____

CITY: _____ STATE: TN ZIP: _____

CONTACT NAME : _____

SCHOOL PHONE: _____ DIRECT # OR EXTENSION _____

CONTACT FAX NUMBER: _____

CONTACT CELL : _____ EMAIL: _____

BEST TIME DURING SCHOOL DAY TO CONTACT YOU IF NEEDED
(DAYS AND TIMES): _____

I WOULD LIKE TO RESERVE THE FOLLOWING ROOMS:

PLEASE REVIEW CONFERENCE SCHEDULE CLOSELY BEFORE YOU SEND REQUEST

	SAT 3/29	SUN, 3/30	MON, 3/31	TUE,4/01
2 QUEEN BEDS				
1 KING BED				
TOTAL				

KING BEDS ARE FOR ADVISORS AND TEACHERS ONLY

All rooms are \$99.00 per night with tax exempt certificate provided.

Please indicate: 1) Arriving by bus: Yes No Not sure at this time
2) Bus will stay on-site during event Yes No Not sure at this time

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SUBMIT REQUEST FORM AND TAX EXEMPTION FORM BY FEBRUARY 20,2008