



2012 JVA WORLD CHALLENGE CLUB HOUSING REQUEST FORM

Submit Form by **January 9th** to: JVA World Challenge Housing
Email: jva@conferencedirect.com

CLUB or TEAM NAME: _____

Primary Contact Name: _____

Address: _____

City / State / Postal Code: _____

Phone: _____ **Email:** _____ **Fax:** _____

2012	Wed 3/28	Thu 3/29	Fri 3/30	Sat 3/31	Sun 4/1	Mon 4/2
Club/Team Block <i>(for rooms that are paid for by the club and made via rooming list)</i>						
Club Parent Block <i>(for individuals making their own reservations and paying on own)</i>						
1st Hotel Choice			3rd Hotel Choice			
2nd Hotel Choice			4th Hotel Choice			

IMPORTANT DEADLINES:

RESERVATIONS: Once your block has been approved, you will receive an email confirmation with booking instructions on how to make your hotel reservations. As of **February 9th** you will not be able to make any new reservations within the Club/Team Block. However, you can still make modifications to existing reservations within your Club/Team block. Any unassigned rooms will be released on **February 9th**. If you are wanting to add a room or rooms to your Club/Team block after February 9th please contact jva@conferencedirect.com or you may use the housing link that has been posted on the JVA Website. The Club Parent Block will remain open for new reservations until **March 6th**.

ACKNOWLEDGEMENTS: Once reservations have been made, you will receive an email acknowledgement for each reservation sent to the email address listed above. Please review the information for accuracy. We recommend you contact your hotel after March 13th at 5:00 pm EST to receive a confirmation directly from the hotel to make sure all reservations have been transferred accurately.

CHANGES, CANCELLATIONS, REFUNDS: The last day to cancel rooms without penalty is **February 27th**. After **February 27th**, a **\$30 per room** processing fee will apply. (You may extend or reduce the number of nights to a room reservation with no penalty) Additionally, the Hotels will charge one night's room and tax for rooms that are canceled less than 3 days prior to arrival. **You may continue to make changes and cancellations with the JVA Housing Bureau until March 13th at 5 pm ET.** After this time, please contact the hotel directly for all changes and cancellations.

LAST DAY TO SUBMIT HOUSING DETAILS FOR CLUB/TEAM BLOCKS: February 8th

CONTACT JVA HOUSING:
Email: jva@conferencedirect.com