



AMERICAN FOOTBALL COACHES ASSOCIATION® ANNUAL CONVENTION CHARLOTTE, NORTH CAROLINA (10 OR MORE ROOMS)

NEW ONLINE BOOKING OPTION FOR APPROVED EXHIBITORS NEEDING 10 OR MORE RESERVATIONS:

Visit www.wyndhamjade.com/afca18/exhibitors to request your block of 10 or more rooms online.

Please complete the following form to secure your hotel accommodations. All reservations are subject to a deposit of one night's room and tax that will be processed when your reservations are confirmed. Payments by credit card are subject to a one-time, non-refundable \$4 processing fee. If you prefer to pay by check, enclose payment for one night's room and 15.25% tax, for each room requested.

Mail or fax the completed form to AFCA® Housing/Wyndham Jade at the address listed at the bottom of the page. **ALL REQUESTS ARE SUBJECT TO AVAILABILITY. HOTEL ASSIGNMENTS ARE ON A FIRST COME, FIRST SERVED BASIS.**

AFCA Housing/Wyndham Jade will send a hotel and room block confirmation via email or fax. The deadline for submitting the rooming list (name assignments) is **November 1, 2018**. A second confirmation will be sent updating the room block information after receiving your rooming list. **Please note that after November 1, 2018, rooms held in your block that have no name assignments will be released for general sale.**

Please contact Wyndham Jade with any changes. Do not contact the hotel directly.

AFCA Housing phone lines open for Exhibitors on **July 5, 2017**. The telephone numbers are: 888-889-6442 (U.S. and Canada toll free) or 972-349-7481 (international). Agents are available from 8:00 a.m.-6:30 p.m. CST, Monday through Friday.

PLEASE TYPE OR PRINT LEGIBLY. Confirmations will be sent to the person listed below.

COMPANY: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: _____ FAX: _____ EMAIL: _____

Hotel Preferences: Please list three hotels below in your order of preference. Housing is based upon availability at the time your completed form is received and is assigned on a first come, first served basis. If your choices are unavailable, hotel assignment will be based on a comparable hotel. *(Hotels and rates are listed on the back of this form.)*

1. _____ 2. _____ 3. _____

Block Pattern: Please provide a night-by-night breakdown on your requested room block. Use the actual arrival and departure dates for your block. **Attach rooming list for group reservations. See the below example for a block of 12 rooms. Room types cannot be confirmed until check in.**

Rooms Needed	Friday January 5	Saturday January 6	Sunday January 7	Monday January 8	Tuesday January 9	Wednesday January 10	Thursday January 11
EXAMPLE	0	7	12	12	10	0	0
1 BED							
2 BEDS							
SUITES							
TOTAL							

Credit Card Guarantee: You must include a credit card number and expiration date below to guarantee your room block.

American Express Discover MasterCard Visa

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

Payment by Check: Your reservation is not guaranteed until your deposit is received. Checks must be in U.S. dollars, drawn from a U.S. bank and payable to AFCA Housing/Wyndham Jade. Checks not made payable to AFCA Housing/Wyndham Jade will be returned.

CHECK NUMBER _____ TOTAL AMOUNT _____

Authorization of Room Block: Please sign below, signifying your acceptance of the above policies, and return via email, mail or fax. Once we receive this signed agreement and deposit, we will confirm your room block.

SIGNATURE _____ DATE _____

SEND COMPLETED 2018 AFCA HOTEL REQUEST FORM TO:



Email

afca@wyndhamjade.com



Phone / Questions

888-889-6442 (U.S./Canada)
972-349-7481 (International)
Mon-Fri, 8am-6:30pm CST



Fax

972-349-7715



Mail

AFCA/Wyndham Jade Housing
6100 W. Plano Parkway, Ste. 3500
Plano, TX 75093