



Official Housing Request Form TOPS IRD 2019—THE LEGACY OF TOPS

Portland, Oregon • July 12 & 13, 2019
(ROOMS AVAILABLE AT STATED RATE JULY 6-15)
Meeting held at the Portland Convention Center



The official housing closing date is JUNE 16, 2019. If you have not made reservations by this date, contact Globetrotter Travel, and every effort will be made to secure accommodations for you.

TO MAKE YOUR HOTEL RESERVATIONS, CHOOSE FROM THE FOLLOWING OPTIONS (Please fill form out completely.):

MAIL FORM TO: GLOBETROTTER TRAVEL
18121 GEORGIA AVENUE SUITE 104
OLNEY, MD 20832 • USA

FAX FORM TO: 301-570-9514

CALL FOR RESERVATIONS (Please reference Oregon TOPS IRD 2019.):
TOLL FREE: 888-774-2272 OR 301-570-0800
PRESS 2 FOR HOUSING / M-F 9 AM – 5 PM EST

TO MAKE ONLINE RESERVATIONS, GO TO:
<http://www.globetrottermgmt.com/TOPS>

**DO NOT SEND THIS FORM OR PAYMENTS
TO HOTEL OR TOPS CLUB INC.**

Contact & Payment Information:

Chapter #/City: _____

Name: _____

Address: _____

City: _____ State/Province: _____

ZIP/Postal Code: _____ Country: _____

Daytime Phone: _____

Email: _____

(CHECK 1): _____ ATTENDEE _____ FIELD STAFF

_____ ROYALTY _____ INTERNATIONAL WINNER

Hotel

DOUBLETREE HQ HOTEL

Room Rates (tax not in rate)

- **Standard Room:** 1 queen bed \$189 (max occupancy 2, no cots)
- **Premium Room:** 1 king or 2 queen beds \$189 for 1-2 people, \$204 for 3-4 people
- **Tax 15.3% • Cots \$15 per night** Premium Rooms only

**THE HOTEL WILL CHARGE ENTIRE STAY AT CHECK-IN, PLUS \$50 PER NIGHT INCIDENTAL FEE THAT WILL BE RELEASED UPON CHECK-OUT **

DOUBLETREE PORTLAND • HEADQUARTERS

Hotel Amenities: 100% Non-Smoking, Business Center, Fitness Center, Gift/Newsstand, Room Service, Coffee Bar, Outdoor Seasonal Pool, Grille & Restaurant • ***Parking \$15** (*Price subject to change)

Room Amenities: Flat screen TV, Coffee Maker, Hairdryer, Iron & Ironing Board, Free Basic WiFi Internet, *Refrigerators & *Microwave (*Based on availability upon check-in)

Check In: 4 PM • Check Out: 12 Noon

Pets Allowed 50 lbs Max - \$25 non-refundable deposit plus \$25 per day fee.

GROUND TRANSPORTATION

Hotel is located directly across from the MAX light rail, which offers direct service to the airport and into downtown (*Adult \$2.50, Day Pass \$5.00, Senior Citizen \$1.25, Day Pass \$2.50)

*Prices subject to change

ALL RESERVATIONS REQUIRE A GUARANTEE OF ONE NIGHT ROOM PLUS TAX, PER ROOM WITH A MAJOR CREDIT CARD OR CHECK, IN US FUNDS, MADE PAYABLE TO GLOBETROTTER TRAVEL MANAGEMENT SERVICES, INC.

CREDIT CARD TYPE: _____ Visa _____ MC _____ AMEX _____ DISCOVER EXP DATE: _____ / _____

#: _____ NAME: _____

Occupant Information: Each line represents 1 room unless otherwise specified.

# of PPL	# of Beds	Type of Beds	Name(s) of Occupant(s) (PLEASE LIST ALL NAMES.)	Arrival Date	Departure Date

Special Requests (check): ___ Roll-a-way ___ Wheelchair ___ Near Elevator ___ HCP ___ Other: _____