

## The Lott Carey 120th Annual Session

11-20 August 2017 Birmingham, Alabama

### Individual Hotel Reservation Form

**Reservations open February 20, 2017, 9:00 am**

The Sheraton Birmingham is offering the following nightly room rates:

\$126.00 per night – (1 King Bed OR 2 Double Beds)

**PLUS** applicable taxes and fees (17.5%)

### How to Make Your Individual Room Reservation

Individuals can make room reservations beginning at 9:00 am, Monday, February 16, 2017 by accessing the reservation web site at

<https://www.starwoodmeeting.com/Book/lottcarey120thsession> or by calling

**800.325.3535**. To ensure that you receive the convention rate, reference “**Lott Carey Baptist Group**.” You can also complete the individual reservation form below, and fax the completed form to: Sheraton Reservations, 205.307.3073. ALL completed reservation forms **must** be received no later than Friday, July 25, 2017. ALL room reservations are subject to availability.

A deposit of one night room rate and taxes will be charged at the time a guest makes a room reservation, and upon check-in, will be applied towards the guest's bill. Guests can also mail payment (check or money order), along with your completed reservation form to: The Sheraton Birmingham Hotel, ATTN: Reservations, 2101 Richard Arrington Jr Blvd North, Birmingham, Al 35203 to secure your reservation.

To **CANCEL, MAKE CHANGES, or INQUIRE** about a reservation previously made, please access the reservations web site above and click **EXISTING RESERVATIONS**.

Individual reservations can be cancelled up to 72 hours **PRIOR** to arrival without penalty.

**NOTE: This form is a reservation request ONLY. Your room request is not confirmed UNTIL you receive a confirmation number.**

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#### PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

Telephone (including area code): ( \_\_\_\_\_ ) \_\_\_\_\_

E--Mail Address: \_\_\_\_\_

Arrival Date: Departure Date: \_\_\_\_\_

Special Requests: \_\_\_\_\_

#### Credit Card Information (PLEASE PRINT)

Name (as it appears on your credit card): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: 3 or 4 digit security code: \_\_\_\_\_

Please **fax** the completed reservation form to **(205) 307.3073**. This is a secure PCI Compliant Fax Machine to ensure the security of your credit card information.

**Lott Carey**

8201 Corporate Drive · Suite 1245 · Landover, Maryland 20785 [www.lottcarey.org](http://www.lottcarey.org)