

Grand Traverse Resort and Spa

100 Grand Traverse Village Blvd P.O. Box 404, Acme, MI 49610-0404



****ICOPS – INTL. CONFERENCE ON PLASMA SCIENCE** FEDERAL RATE ROOMS**

****JUNE 3 – 9, 2006****

FAX COMPLETED FORM TO CLAIRE ROSSER, ICOPS 2006, 517 432 8714

ARRIVAL DATE	DEPARTURE DATE		
NAME	NUMBER IN YOUR PARTY	ADULTS	CHILDREN
GOVERNMENT ORGANIZATION NAME	CONTACT PHONE NUMBER		
ADDRESS	CITY/STATE/ZIP		
EMAIL ADDRESS (Required for confirmation)			
NAMES OF ADULTS SHARING ROOM			
CREDIT CARD NUMBER	EXPIRATION DATE		
CARD HOLDERS NAME	SIGNATURE		

SPECIAL REQUESTS: _____

A credit card, money order or check must accompany this form in order to reserve your reservation.

Check in time begins after 4:00 p.m. on arrival day and check out time is prior to 11:00 a.m. on departure day.

Cancellation and/or changes affecting arrival/departure dates must be made 72 hours prior to arrival date in order to avoid any penalty charges.

If at time of check-in you wish to pay for your room with cash or check, we require the full amount for ROOM/TAX and RESORT FEE for your entire stay. In addition to the full amount we also require a \$40.00 cash deposit for incidentals. Any unused portion will be refunded at time of departure.

All reservation requests must be received by 5/14/06. Reservation requests received after 5/14/06 will be made based upon availability. Rates are based on single or double occupancy. Additional adults will be charged \$15.00 per person per night within the hotel/tower complex.

Room Type(Please circle)	Rate for Federal employees	# Rooms
Hotel Guest Room or Studio Condominium	\$76.25	

Rates are subject to a 6% state tax and 2% local hospitality assessment fee. If tax exempt, please provide a copy of your tax-exempt certificate on your organizations letterhead. Room charges must then be paid with a company credit card or check. Your organization is only exempt from the 6% state tax and not the 2% local hospitality assessment fee.

A nightly \$8.95 Resort Fee will be added to include; Coffee and tea in your room, Unlimited use of resort fitness center including cardiovascular and strength, training equipment, whirlpools, saunas and indoor pools, Seasonal access to outdoor pools and beachfront facilities, Preferred guest pricing for our golf courses and tennis facilities, High-speed internet access in Hotel and Tower guest rooms, On-property shuttle service to Cherry Capital Airport and Turtle Creek Casino, Unlimited toll-free and credit card access phone calls, Voicemail message service, Daily newspaper upon request, Check-in and check-out gratuities for bellstaff and concierge, Use of safe deposit box, Preferred car rental pricing through Enterprise in Traverse City, Golf bag storage, Free parking