



Before completing this form, we would like to advise you of the following important information:

- Rooms may not be available for check-in until after 3:00p.m. Earlier occupancy subject to availability. Checkout time is 12:00 pm
- An early departure fee of \$75 will be charged to each guest's account if that guest leaves prior to the reserved checkout date.
- Reservations must be guaranteed with a credit card (American Express, Carte Blanche, Diners, Visa, MasterCard, Discover).
- Cancellation Policy: Reservation deposit is refundable up to 72 hours in advance of arrival date, after which it is nonrefundable.
- Children, under the age of 18, may stay free when occupying the same room as their parents.
- Limited number of handicapped accessible rooms available upon request.
- Please register early, only a limited number of rooms available.
- Guests will be charged one night's room and tax for any guaranteed reservations cancelled on the same day of scheduled arrival.

After completing the information below, reservations may be made by the following methods:

- Calling Sheraton Boston reservations at 617-378-6237 or 888-627-7054.
- Faxing this form to the hotel at 617-236-6095 Attn: Carolyn Walker

Name _____ American Society of Mechanical Engineers (ASME)
 International Mechanical Engineering Congress and
 Exposition
 October 31, 2008 ~ November 6, 2008

 First Last

Name _____ **15.6% City Occupancy Tax, per room, per night**
will be added to all rates below
Special Requests: _____

 First Last

Company _____ **Hotel is 100% non-smoking**

Address _____

| | | | | |
|----------------------------|---------------------|---------------------|--------------------------------|---|
| | | | Please Check Preference | |
| City _____ | State/ _____ | Postal _____ | Traditional | |
| | Country | Code/Zip | Single (one person) | \$ <u>199.00</u> <input type="checkbox"/> |
| Arrival | Departure | | Double (two people) | \$ <u>199.00</u> <input type="checkbox"/> |
| Date _____ | Date _____ | | | |
| Credit Card _____ | #: _____ | | Each Additional Person | \$ <u>20.00</u> <input type="checkbox"/> |
| Exp. Date _____ | | | Club Level | |
| | | | Single (one person) | \$ <u>239.00</u> <input type="checkbox"/> |
| StarPoints #: _____ | | | Double (two people) | \$ <u>239.00</u> <input type="checkbox"/> |

Reservations must be _____ **Bed Type:** King (One king)
Made by: October 7, 2008 **(circle one)** Double/Double (two double beds)

After October 7th, 2008, reservations will be on an availability basis. For suites, call the Sheraton Boston at 617-378-6237.