

Wisconsin State Music Conference 2019
HOTEL RESERVATION FORM

October 23-26, 2019
Madison, WI

RESERVATIONS MUST BE RECEIVED BY SEPTEMBER 18, 2019

1. ONE ROOM reservation PER FORM please – this form may be duplicated if needed.
2. Reservations are processed in the order they are received.
3. DO NOT send cash or check payment with this form.
4. Fax or mail form(s) to Destination Madison. Please DO NOT telephone hotels for reservations.
5. You will receive confirmation via e-mail from services@visitmadison.com once the reservation has been processed by the hotel (may take up to 72 hours).
6. To change or cancel your reservation(s), you must log on to the Meetingmax housing system via the link in your confirmation e-mail. If you have misplaced your confirmation or need assistance contact Destination Madison directly at services@visitmadison.com. Please DO NOT contact the hotel directly.

HOTEL PREFERENCE

Please list as many hotels as possible so that we can place you in a hotel of your choice.

1st _____ 2nd _____ 3rd _____

ARRIVAL DATE _____ DEPARTURE DATE _____

PLEASE CHECK TYPE OF ACCOMMODATIONS (room type not guaranteed)

BED Single (1 bed, 1 person) D/D (2 beds, 2 people) Quad (2 beds, 4 people)
 Double (1 bed, 2 people) Triple (2 beds, 3 people)

Special Requests (Non-Smoking, Roll-Away Bed, etc.):

NAME(S) RESERVATION SHOULD BE LISTED UNDER: _____

CREDIT CARD NUMBER: _____ TYPE: _____ EXP. DATE: _____

NAME ON CREDIT CARD: _____

BILLING INFORMATION

PRIMARY CONTACT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ EXT. _____

CONTACT E-MAIL ADDRESS: _____

CONTACT'S SIGNATURE: _____ TODAY'S DATE: _____

*Return this form by mail or fax
608.258.4950 by Wednesday,
September 18, 2019*

To: WMEA Housing Bureau
c/o Destination Madison
22 East Mifflin Street, Ste 200 • Madison, WI 53703

