

Indianapolis

**Southern Baptist Convention
June 15-16, 2004**



INDIANA CONVENTION CENTER
100 South Capitol Avenue

**SBC Housing Guide
and Official Request Form**

SOUTHERN BAPTIST CONVENTION

**June 15-16, 2004
Indianapolis, Indiana**

GENERAL INFORMATION:

Those needing hotel rooms for the Southern Baptist Convention Annual Meeting in Indianapolis, Indiana, June 15-16, 2004, have three options. This form may be completed then faxed to 317-684-2492 or mailed; OR reservations can be made through the internet at www.sbc.net (NO PHONE RESERVATIONS ACCEPTED). This is the quickest and most effective method. Faxed or mailed housing requests will take longer to process and your choice of hotels may not be available. All requests are being handled by the Indianapolis Convention & Visitors Association /SBC Housing Bureau through the Passkey reservation system.

OPENING/CLOSING DATES:

October 1, 2003 is the opening date for reservations. Please do not submit your housing form until October 1 or after. All reservations must be received by the SBC Housing Bureau no later than May 7, 2004. On this date, all unused rooms will be returned to the hotels.

ACKNOWLEDGEMENTS:

Acknowledgements will be received after each reservation booking, modification and/or cancellation. Review acknowledgements carefully for accuracy. You may check your reservation on-line at www.sbc.net, as long as you included an

e-mail address with your initial reservation. You will NOT receive a confirmation from the hotel.

GROUP HOUSING:

Reservation requests for 25 or more rooms should be made in writing to the SBC Housing Coordinator at the SBC Executive Committee at 901 Commerce Street, Nashville, TN 37203 or via e-mail at Lrichmond@sbnet.net.

DISABLED/SPECIAL NEEDS:

Disabled persons or those with special needs who want assistance in reserving a room may call the SBC Housing Coordinator at the SBC Executive Committee in Nashville, TN at (615) 782-8612, or via e-mail at Lrichmond@sbnet.net.

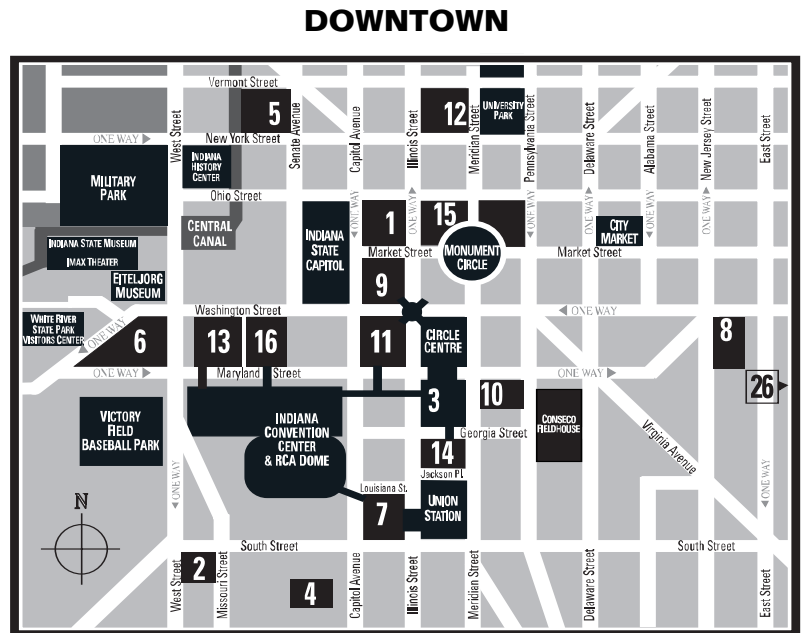
CHANGES/CANCELLATIONS

Changes or cancellations through June 8, 2004 must go through the SBC Housing Bureau. Reservations may be cancelled without penalty until May 7, 2004. After that date, a \$25.00 cancellation/processing fee will be charged for each room cancelled. Your full deposit will be forfeited if you do not cancel within 7 days of your arrival date. Changes or cancellations on or after June 9, 2004 must be made directly with your hotel.

OFFICIAL HOTEL LIST & RATES

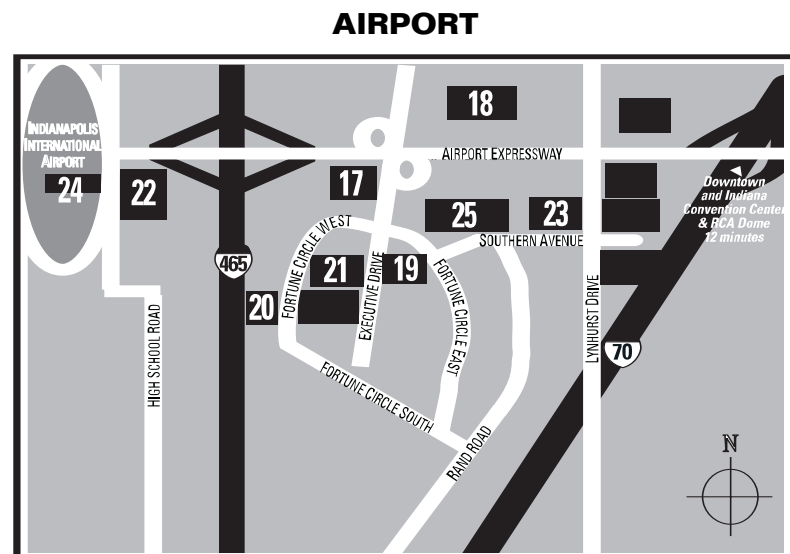
DOWNTOWN

	SGL	DBL
1) Adam's Mark Downtown	\$125	\$125
2) Best Western Downtown	\$99	\$99
3) Canterbury Hotel	\$140	\$140
4) Comfort Inn & Suites City Centre	\$99	\$99
5) Courtyard by Marriott Capitol	\$110	\$110
6) Courtyard by Marriott Downtown	\$115	\$115
7) Crowne Plaza Union Station	\$120	\$120
8) Days Inn Downtown	\$75	\$80
9) Embassy Suites Downtown	\$147	\$157
10) Hampton Inn Downtown	\$97	\$107
11) Hyatt Regency Capitol	\$132	\$132
12) Indianapolis Athletic Club	\$110	\$120
13) *Marriott Downtown*	\$137	\$147
14) Omni Severin Hotel	\$130	\$130
15) Radisson City Centre	\$115	\$115
16) Westin	\$125	\$135



AIRPORT

	SGL	DBL
17) Adam's Mark Airport	\$85	\$89
18) AmeriSuites	\$99	\$99
19) Courtyard by Marriott	\$89	\$89
20) Days Inn Airport	\$85	\$85
21) Hampton Inn Airport	\$89	\$89
22) Holiday Inn Select Airport	\$95	\$99
23) LaQuinta Inn	\$75	\$75
24) Radisson Airport	\$93	\$93
25) Wellesley Inn & Suites	\$75	\$85



EAST

	SGL	DBL
26) Holiday Inn East (see downtown map far right)	\$85	\$85

*Convention hotel, 3-night minimum stay required
 Note: room rates do not include sales and occupancy tax.

The Indianapolis Convention Center is the location of the 2004 SBC Annual Meeting, Exhibits, and Pastors' Conference.

**OPENING/CLOSING DATES
AND NUMBERS:**

OPENING OCTOBER 1, 2003
RESERVATION DEADLINE MAY 7, 2004
CHANGES/CANCELLATION DEADLINE
JUNE 8, 2004
Internet: www.sbc.net
Fax: 317-684-2492
NO PHONE RESERVATIONS ACCEPTED



OFFICIAL
2004 SBC HOUSING
REQUEST FORM

MAIL TO:

SBC HOUSING BUREAU
C/O Indianapolis CVA
One RCA DOME, Suite 100
Indianapolis, IN 46225-1060
SBC Meeting Dates:
June 15-16, 2004

- PLEASE PRINT OR TYPE ALL ITEMS TO ASSURE ACCURACY. COMPLETE EACH PART FOR CORRECT PROCESSING.
- SHOULD MORE THAN ONE ROOM BE NEEDED, FORM MAY BE DUPLICATED
- KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

PART I

INSTRUCTIONS: NAME OF PERSON REQUESTING ROOM MUST BE ONE OF THE INDIVIDUALS OCCUPYING ROOM.

(FIRST NAME) (M.I.) (LAST NAME)

(STREET ADDRESS OR P.O. BOX NUMBER)

(CITY) (STATE) (ZIP)

(AREA CODE) (DAYTIME PHONE NUMBER) (AREA CODE) (FAX NUMBER)

NON-SMOKING REQUEST
(NOT GUARANTEED)

(E-MAIL ADDRESS) _____

PART II

INSTRUCTIONS: SELECT FOUR HOTELS OF YOUR CHOICE. GIVE NAME OF HOTEL AND MAP CODE.
WHEN MAKING SELECTION, WHICH IS MOST IMPORTANT TO YOU PRICE OR LOCATION?

1ST CHOICE _____ MAP CODE _____ 2ND CHOICE _____ MAP CODE _____
(HOTEL NAME) (HOTEL NAME)

3RD CHOICE _____ MAP CODE _____ 4TH CHOICE _____ MAP CODE _____
(HOTEL NAME) (HOTEL NAME)

PART III

INSTRUCTIONS: LIST NAMES OF ALL PERSONS OCCUPYING ROOM, INCLUDING INDIVIDUAL IN PART I.
SELECT TYPE ROOM DESIRED AND ARRIVAL/DEPARTURE DATES. ONE ROOM PER FORM.

<p>OCCUPANTS' NAMES (Please note that additional charges may apply to third or fourth person occupying the room) PLEASE PRINT AND INDICATE AGE, IF CHILD.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>Check room type desired (Not guaranteed)</p> <p><input type="checkbox"/> Single (1 bed/1 person)</p> <p><input type="checkbox"/> Double (1 bed/2 persons)</p> <p><input type="checkbox"/> Double/Double (2 beds/2 persons)</p> <p><input type="checkbox"/> Triple (2 beds/3 persons)</p> <p><input type="checkbox"/> Quad (2 beds/4 persons)</p>	<p>Arrival Date: _____ (Check in after 4:00p.m.)</p> <p>Departure Date: _____ (Check out 12:00 noon)</p> <p>Other: _____</p>
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PART IV

CHANGES/CANCELLATIONS: All reservations are being coordinated by the Indianapolis Convention & Visitors Association/SBC Housing Bureau. Changes and cancellations prior to June 8, 2004 must go through the SBC Housing Bureau. Reservations may be cancelled without penalty until May 7, 2004. After that date, a \$25.00 cancellation/processing fee will be charged for each room cancelled. Your full deposit will be forfeited if you do not cancel within 7 days of your arrival date. Changes on or after June 9, 2004 must be made directly with your hotel.

DEPOSIT: A \$100 per room deposit is required to make a reservation. The deposit is payable by credit card or check (mail only). Credit card will be held until checkout. If paying by check, mail your payment with this completed housing form. Check will be deposited 7 days prior to arrival. All checks must be made payable to the SBC Housing Bureau in US funds drawn on a US bank. No wire transfers will be accepted. If enclosing a check with this form: check number: _____ amount: _____

CREDIT CARD AUTHORIZATION: The SBC Housing Bureau is authorized to use this card information to assess a \$100 deposit on my hotel room.

Card Type: American Express MasterCard Visa Discover Expiration Date: _____

Card Number: _____ Cardholder's Signature: _____

By signing, I authorize my credit card to be charged in compliance with the above-referenced cancellation policies should I cancel my reservation.

(Fold and then tape here. Do not staple.)

(Fold here)

PLACE
STAMP
HERE

SBC Housing Bureau
C/O Indianapolis CVA
One RCA Dome, Suite 100
Indianapolis, IN 46225-1060

(Fold here)