

## Outlook Forum 2005 Location and Hotel Reservation Form

The Forum will be held February 24 and 25, 2005, at the Crystal Gateway Marriott Hotel in Arlington, VA. The hotel is located at the Crystal City Metro station on the Blue and Yellow Lines. Parking will be discounted for Forum guests. To reserve a hotel room for the Forum at the special rate of \$150 (single or double), plus current taxes, print this page and mail or fax the completed form immediately to the address shown below. Availability of rooms at the conference rate cannot be guaranteed after February 2, 2005. **If making your reservations by phone, please refer to *USDA Agricultural Outlook Forum 2005* to receive the special rate.**

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Mail to: Crystal Gateway Marriott, 1700 Jefferson Davis Highway, Arlington, VA 22202

Fax to: (703) 271-5212

Phone: (703) 920-3230

*Availability of rooms at the conference rate cannot be guaranteed after February 2, 2005.*

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

Sharing with: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time (IMPORTANT): \_\_\_\_\_ Departure Date: \_\_\_\_\_

Preference (subject to availability):  Smoking  Non-Smoking  King/Queen  2 Doubles

**Special Needs (i.e. Sign language interpreter, Braille):** \_\_\_\_\_

Please request accommodations requiring special arrangements by February 9, at (202) 314-4713 or (202) 720-8372 TTY.

Advanced payment by check or credit card.

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

American Express  MasterCard  Visa  Discover  Diners Club

Name on Card: \_\_\_\_\_

**One night's room and tax must accompany this reservation request in order to confirm this reservation. Your reservation will not be confirmed until the hotel receives your deposit. If you need to cancel your reservation, you must do so 48 hours prior to arrival to avoid loss of deposit. At checkout, you will be charged for ALL nights confirmed on arrival. Reservations must be made by *February 2, 2005* in order to receive the group rate. Reservations made after this date will be accepted on a space availability basis.**