Hilton Portland & Executive Tower

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 4:00 p.m. Earlier occupancy subject to availability.
- Check-out time is 12:00 p.m.
- All reservations must be accompanied by first night's deposit (room rate plus tax). Payment of deposit can be made by check or accepted credit card number (American Express, Carte Blanche, Diners, VISA, MasterCard, Air Canada, Eurocard, JCB, Hilton).
- Cancellation Policy: Reservation deposit is refundable up to **72 Hr** hours in advance of arrival date, after which it is nonrefundable.
- Guests checking out prior to the confirmed departure date will result in a $ 50.00 Administration Fee.
- Up to two children, regardless of age, 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.

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

- Calling the reservations department directly at 503-499-4244.
- Faxing this form to the reservations department at 503-220-2286.
- Calling Hilton Reservations Worldwide at 1-800-HILTONS.
- On the Internet at **http://www.hilton.com/reservations**. To receive the special group rate, enter this three letter code in the "Group Code" section of the online reservation form.

COD

Name _____ (FIRST) _____ (LAST)

Name _____ (FIRST) _____ (LAST)

Company _____

Address _____

City _____ **State** _____ **Zip** _____

Return Email: _____

Return Fax #: _____

Arrival Date _____ **Departure Date** _____

Credit Card _____ **#:** _____

Exp. Date _____

HHonors #: _____

CODI Conference 2004
Friday, October 29, 2004 ~ Sunday, November 7, 2004

12.5% City Occupancy Tax will be added to all rates below

Please Check Preference

Main Building Single	(one or two people, one bed)	$ 129.00	☐
Main Building Double	(two people, two beds)	$ 129.00	☐
Executive Tower Single	(one or two people, one bed)	$ 139.00	☐
Executive Tower Double	(two people, two beds)	$ 139.00	☐
Third Person	Add to the single/double rates listed above	$ 20.00	☐
Fourth Person	Add to the single/double rates listed above	$ 30.00	☐

Reservations must be made by: September 29, 2004

After this date reservations will be on an availability basis.

For Suites, please contact Hilton Portland & Executive Tower directly.