

**119th Imperial Council Session, A.E.A.O.N.M.S., Inc.
101st Imperial Court Session, Daughter of Isis**

REGISTRATION AND HOUSING FORM GUIDELINES

Please read the following carefully. There are separate instructions for the Registration Form and the Housing Form. If these guidelines are not followed, your information cannot be processed.

1. **CONVENTION REGISTRATION FORM** – Credit cards will not be accepted for convention registration. You must use a check or money order only. A fee of \$15 will be charged on all convention registration cancellations after August 1, 2012.
2. **Note:** A credit card is preferred to guarantee your hotel room. The credit card must have an expiration date of August 2012 or later. If you must secure your hotel with a check you will need to send a separate check for your hotel (1 check for your registration & 1 check for housing). If you send in one check for both or if your credit card expiration is prior to August 2012 your information will not be processed.
3. Convention Registration checks need to be made payable to: **A.E.A.O.N.M.S.**

Return form and payment to: **Experient / New Orleans CVB A.E.A.O.N.M.S. Housing Bureau
PO Box 4088
Frederick, MD 21705**

4. **CONVENTION HOUSING FORM** – Room type preferences and special requests cannot be guaranteed. Hotel reservations can be guaranteed using a credit card (valid through August 31, 2012), check or money order. No purchase orders or cash will be accepted. If paying by check or money order, please make your check or money order payable in the amount of \$130.00 to:

Payable to: Experient

Mail to: Experient / New Orleans CVB A.E.A.O.N.M.S. Housing Bureau
PO Box 4088
Frederick, MD 21705
Fax: 301-694-5124
Email: aeonms@experient-inc.com

Please note that you can mail your Convention Registration Form and Convention Housing Form in the same envelope but please have separate payments. The amount of \$130.00 covers the highest rated hotel rate plus tax. If your hotel is less than this fee the additional amount will be credited to your stay. Note that tax is subject to change. Payment or a valid credit card must be sent with the form or your reservation will not be processed.

5. Reservations are made on a first come first serve basis. You cannot make multiple room reservations under one name. Use one form for each room requested. List all occupants in each room on each form.
6. **DEADLINE:** The deadline for booking your hotel reservation is **July 13, 2012**. The Housing Bureau cannot guarantee rates and availability at the convention hotels after July 13, 2012. After this date, the official conference room blocks will be released and hotels may charge a higher rate. **NOTE:** Changes and cancellations must be made in writing via fax, mail or email by July 13, 2012. The email address is [.aeonms@experient-inc.com](mailto:aeonms@experient-inc.com). Reservations, changes or cancellations will not be accepted via telephone. **After July 19, 2012 direct all changes to the designated hotel.**
7. **CANCELLATIONS:** Cancellations can be made without penalty through July 13, 2012. For cancellations made after July 13, 2012 a \$25 processing fee will be charged. For any guest that uses a money order or check deposit and then cancels their reservation after July 13, 2012, \$25 will be deducted from the original amount that will be sent back. This is in addition to any other cancellation policies. Refunds will be sent out after the event. Cancellations within 72 hours of arrival are subject to forfeiture of first night's room and tax.
8. **ROOM ACKNOWLEDGEMENTS:** Upon completion of your reservation requests, you will receive an acknowledgement via email, fax or mail. You will not receive a confirmation from the hotel.

If you have any questions about the hotel reservation process or changes, you may contact the Housing Bureau via email at aeonms@experient-inc.com

A.E.A.O.N.M.S. Hotels & Room Rates

| | | |
|---------------------------------------|-----------------------------|-----------------|
| Marriott Convention Center – Youth HQ | 859 Convention Center Blvd. | New Orleans, LA |
| Marriott Downtown – Nobles HQ | 555 Canal Street | New Orleans, LA |
| Sheraton Hotel – Daughters HQ | 500 Canal Street | New Orleans, LA |
| Doubletree Hotel | 300 Canal Street | New Orleans, LA |
| Embassy Suites Convention Center | 315 Julia Street | New Orleans, LA |
| Hilton Riverside | 2 Poydras Street | New Orleans, LA |
| Hotel Intercontinental | 444 St. Charles Ave. | New Orleans, LA |
| JW Marriott | 614 Canal Street | New Orleans, LA |
| Loews Hotel | 300 Poydras Street | New Orleans, LA |

| Hotel | Single | Double | Triple | Quad | One Bedroom Suite | Two Bedroom Suite |
|---------------------------------------|--------|--------|--------|-------|--------------------|-------------------|
| Marriott Convention Center – Youth HQ | \$109 | \$109 | \$109 | \$109 | \$250 King Suites | N/A |
| Marriott Downtown – Nobles HQ | \$109 | \$109 | \$119 | \$129 | \$325 Corner Suite | N/A |
| Sheraton Hotel – Daughters HQ | \$109 | \$109 | \$119 | \$129 | \$325 & Up | \$450 & Up |
| Doubletree Hotel | \$109 | \$109 | \$119 | \$129 | \$279 | \$399 |
| Embassy Suites Convention Center | \$99 | \$99 | \$109 | \$119 | All Suites | N/A |
| Hilton Riverside | \$109 | \$109 | \$119 | \$129 | N/A | N/A |
| Hotel Intercontinental | \$99 | \$99 | \$109 | \$109 | \$185 | \$225 |
| JW Marriott | \$109 | \$109 | \$119 | \$129 | \$425 & Up | N/A |
| Loews Hotel | \$109 | \$109 | \$119 | \$129 | \$309 | \$418 |

**Suites are based on availability.
Tax is subject to change.**

HOUSING FORM

119th Imperial Council Session, A.E.A.O.N.M.S., Inc.
 101st Imperial Court Session, Daughters of Isis
 August 17-23, 2012
 New Orleans, LA

| Hotel | Single | Double | Triple | Quad | 1 Bdrm Suite | 2 Bdrm Suite |
|--------------------------------|--------|--------|--------|-------|--------------------|--------------|
| Marriott Conv. Ctr. – Youth HQ | \$109 | \$109 | \$109 | \$109 | \$250 King Suites | N/A |
| Marriott Downtown – Nobles HQ | \$109 | \$109 | \$119 | \$129 | \$325 Corner Suite | N/A |
| Sheraton Hotel – Daughters HQ | \$109 | \$109 | \$119 | \$129 | \$325 & Up | \$450 & Up |
| Doubletree | \$109 | \$109 | \$119 | \$129 | \$279 | \$399 |
| Embassy Suites | \$99 | \$99 | \$109 | \$119 | All Suites | N/A |
| Hilton Riverside | \$109 | \$109 | \$119 | \$129 | N/A | N/A |
| Intercontinental | \$99 | \$99 | \$109 | \$109 | \$185 | \$225 |
| JW Marriott | \$109 | \$109 | \$119 | \$129 | \$425 & Up | N/A |
| Loews Hotel | \$109 | \$109 | \$119 | \$129 | \$309 | \$418 |

Rates quoted above do not include tax. Tax is subject to change.

Hotel Preference:

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | |

Arrival Date: _____

Departure Date: _____

Confirm reservation to: *(Only one acknowledgement will be sent)*

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

Email Address: _____

List Names of all occupants: *(List all occupants' arrival and departure dates, if different)*

1. _____
2. _____
3. _____
4. _____

Please note: This form is for hotel reservations only.

IN ORDER TO PROCESS YOUR HOUSING FORM WE MUST HAVE YOUR CONVENTION REGISTRATION FORM AND CHECK.

DEADLINE: All reservations must be received by July 13, 2012

Mail: Experient/New Orleans CVB A.E.A.O.N.M.S. Housing Bureau
 PO Box 4088
 Frederick, MD 21705

Reservation Questions – aeonms@experient-inc.com

- No telephone reservations will be accepted by the Housing Bureau.
- Photocopy this form if more than one room is required.
- Only one room may be requested under each name.
- Rooms are assigned on a first-come, first-serve basis.
- Allow up to two weeks for an acknowledgement.
- **After July 13, rates are based on availability.**

Room Type Preference*:

- | | |
|--|---|
| <input type="checkbox"/> Single – (1) guest | <input type="checkbox"/> Double – (1) bed/2 guests |
| <input type="checkbox"/> Double/double – (2) beds/2 guests | |
| <input type="checkbox"/> Triple – (2) beds/3 guests | <input type="checkbox"/> Quad – (2) beds/4 guests |
| <input type="checkbox"/> ADA | <input type="checkbox"/> 1 Bedroom Suite <input type="checkbox"/> 2 Bedroom Suite |

Special Requests*:

| | |
|--------------------------------------|---|
| <input type="checkbox"/> Non-Smoking | <input type="checkbox"/> Other: Please list special needs |
| | |
| | |

*** NOTE: ROOM TYPE PREFERENCES AND SPECIAL REQUESTS CANNOT BE GUARANTEED.**

Reservation Guarantee: A credit card is preferred to guarantee your hotel room. The credit card must have an expiration date of August 2012 or later. If you must secure your hotel with a check you will need to send a separate check for your hotel (1 check for your registration & 1 check for housing). **If you send in one check for both or if your credit card expiration is prior to August 2012, your information will not be processed.**

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> American Express | <input type="checkbox"/> Master Card |
| <input type="checkbox"/> Visa | <input type="checkbox"/> Discover |
| <input type="checkbox"/> Diner's Club | |

Card No. _____

Expiration ____ / ____

Name: _____

Signature: _____

Changes / Cancellations: Cancellations can be made without penalty through July 13, 2012. Cancellations made after July 13, 2012 a \$25 processing fee will be charged. For any guest that uses a money order or check deposit and then cancels their reservation after July 13, \$25 will be deducted from the original amount that will be sent back. This is in addition to any other cancellations policies. Refunds will be sent out after the event. Cancellations within 72 hours of arrival or failure to show on your arrival date are subject to forfeiture of first night's room and tax.

2012 Annual Imperial Convention Registration Form
119th Imperial Council Session, A. E. A. O. N. M. S., Inc. — 101th Imperial Court Session, Daughters of Isis
New Orleans, Louisiana — August 17-23, 2012

| | | | | |
|------------------------------------|-------|-------|-------|------------------------|
| <input type="checkbox"/> Noble | _____ | _____ | _____ | Member Number (Nobles) |
| <input type="checkbox"/> Daughter | _____ | _____ | _____ | |
| <input type="checkbox"/> Associate | _____ | _____ | _____ | |

Address: _____
Street
City
State
ZIP

(Area Code) Telephone Number E-Mail Address (Area Code) Fax Number

Position _____ Temple/Court Name & No. _____

| | | | | |
|------------------------------------|-------|-------|-------|---------------------|
| <input type="checkbox"/> Noble | _____ | _____ | _____ | Registration Number |
| <input type="checkbox"/> Daughter | _____ | _____ | _____ | |
| <input type="checkbox"/> Associate | _____ | _____ | _____ | |

Address: _____
Street
City
State
ZIP

(Area Code) Telephone Number E-Mail Address (Area Code) Fax Number

Position _____ Temple/Court Name & No. _____

Advance Registration \$100.00 After June 30, 2012 \$150.00 Associate (Non-member) \$45.00 Deadline - June 30, 2012

- Credit cards will not be accepted for convention registration (Check or Money Order Only).
- A fee of \$15.00 will be charged on all convention registration cancellations after August 1, 2012.

Registration Fee \$ _____

Make Check/Money Order payable to: A. E. A. O. N. M. S.

Return Form and Payment to: Experient / New Orleans CVB A.E.A.O.N.M.S. Housing Bureau
PO Box 4088
Frederick, MD 21705

NOTE: Personal checks will not be accepted after May 31, 2012. Only Money Orders and Certified Checks will be received after May 31, 2012

Requests for registration refunds must be received in writing along with Registration Badge by the Convention Department before August 1, 2012.
TO:
Imperial Convention Department
2239 Democrat Road
Memphis, TN 38132

Please see housing form for information on hotel reservations
PLEASE NOTE: Separate payment is required for registration and housing.
The cutoff date for hotel reservations is July 11, 2012.

2012 Annual Session Souvenir Journal Ad

(Please Print or Type.)

Name _____
 Title _____ Temple/Court/Dept. _____
 Address _____
 City/State/ZIP _____
 Telephone _____ Fax _____ E-Mail Address _____

| Rate Chart | |
|----------------------------------|-----------|
| Inside/Outside Back Cover..... | \$1000.00 |
| Full Page. | \$200.00 |
| Half Page. | \$150.00 |
| Quarter Page. | \$100.00 |
| *Individual Picture Ad | \$ 50.00 |
| (Prices include 1 photo only.) | |
| Name Listing Only..... | \$10.00 |

- All information on the ad should be typewritten.
- Please be sure all names and titles are spelled correctly.
- Please layout draft of the ad on 8 1/2 x 11 paper.
- All photos for the ads MUST be of good quality.
- Polaroid, laser printed, Xerox, ink jet photos will NOT be printed.
- No long Temple or Court Rosters.
- Photographs to be returned should include a pre-addressed envelope of the correct size with the correct postage.

The deadline for submission of ads is June 15, 2012.

- This form is for use only by Individuals, Temples, Courts, and Businesses.
- ***Special Note:** The \$50.00 individual picture ad in the rate chart is available for Appointed Imperial Officers who are not assigned to an Imperial Council or Imperial Court Department. For example: Deputy of Desert, Deputy of Oasis, Imperial Organizer and Committees, etc. The ad consists of one picture, name, title, and Temple or Court number only.

- Inside/Outside Back Cover
 - Full page
 - Half page
 - Quarter page
 - Individual Picture
 - Name Listing Only
- Amount Enclosed \$ _____

Make Check/Money Order payable to: A. E. A. O. N. M. S.

**Return Form and Payment to: Souvenir Journal
 Imperial Convention Department
 2239 Democrat Road
 Memphis, TN 38132
 Telephone: (901) 395-0150
 Fax: (901) 395-0115**