

**2020 ACDA Eastern Region  
College and University Fair Reservation Form**

March 5, 2020 from 11:00am – 12:30pm  
Riverside Hotel, Grand Ballroom C

**Reservations:** Please note that reservation form is submitted twice\*\*

1. Reservation: Email scanned copy of **Reservation Form** to [fbarber@acdaeast.org](mailto:fbarber@acdaeast.org)
2. Payment:
  - a. Make Checks Payable to: **Eastern ACDA**
  - b. Send scanned copy of **Reservation Form & Payment** to:
    - i. Via Email to [agarcia-brown@acda.org](mailto:agarcia-brown@acda.org)
    - ii. Via Fax: 405-232-8162 (no cover sheet please)  
**\*\*NOTE: To avoid duplication, do not fax your form if mailing a check or PO**
    - iii. Via Mail: Eastern ACDA, Attention: Adriana Garcia-Brown, 545 Couch Drive, Oklahoma City, OK 73102; Phone: 405-232-8161 ext. 215.

**Contact Information**

Please Print Clearly

Institution: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

**\*\*ACDA Membership (Circle A, B, C or D below) ACDA membership is required in order to make a reservation for the College and University Fair**

- A: Current member # \_\_\_\_\_
- B: Renew membership # \_\_\_\_\_ (Indicate type below)  
 \_\_\_ Institution \$125 \_\_\_ Industry \$150 \_\_\_ International (outside US/Canada) \$170
- C: We'd like to join ACDA today  
 \_\_\_ Institution \$125 \_\_\_ Industry \$150 \_\_\_ International (outside US/Canada) \$170  
[https://acda.org/ACDA/Membership-Root/Organizational\\_Membership.aspx](https://acda.org/ACDA/Membership-Root/Organizational_Membership.aspx)  
**Go to [www.acda.org](http://www.acda.org) for a description of membership types and benefits.**
- D: We are not a member of ACDA.

**Payment Total Due: \$100.00 (+\$125.00 = \$225.00)**

All fees must be payable in US Dollars. Select one payment type below.

Please send this form together with your payment - do not send separately.

Check # \_\_\_\_\_ PO # \_\_\_\_\_

Credit Card. Print Name on Card: Visa, MasterCard, and American Express Only.

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ CVV 2: \_\_\_\_

Card Billing Address: \_\_\_\_\_

Billing City, State, Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to pay the total amount according to the credit card issuer agreement. I acknowledge that no refunds will be given.

Note: booth payment is due in full before a booth assignment is confirmed. ACDA is not responsible for USPS mail, shipping, fax, or electronic submission failures.