

**KESPA Delegate room reservation form**  
**2018 KEA Delegate Assembly, April 4 – 6, 2018**

**Marriott Louisville Downtown**  
**280 West Jefferson Street, Louisville, KY 40202**

***Deadline to submit this form to Pam Copley:***  
***5:00 p.m. EST, Thursday, March 1, 2018***

**KESPA will pay for double-occupancy rooms for elected Delegates for Wednesday and Thursday evenings, April 4<sup>th</sup> and 5<sup>th</sup>, 2018. *Delegates will be responsible for all charges other than room and tax.***

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City, Zip

Local Association: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Gender:     Male                       Female

I would like to room with: \*\* \_\_\_\_\_ Local: \_\_\_\_\_

**\*\*If you do not indicate another delegate to room with, we will assign another delegate to room with you.**

**SINGLE ROOM REQUESTS: If you wish to have a single room, you (or your local) must pay ½ the cost of the room in advance. If you select a single room, please mail this form to the address listed below and include a check made out to KESPA in the amount of \$185.71 which is ½ of the room and tax cost for two nights single occupancy. Reservation requests for single rooms will not be accepted without the required payment.**

One King bed                       Two Queen beds

\*\* Due to varied check-in and check-out dates of our hotel guests, we are unable to guarantee a specific room number or location. Requests are met when possible and cannot be guaranteed.

If you need a handicap accessible room, indicate here:

*E-mail, fax or mail this form to:*  
**Pam Copley, KEA, 2340-A South Highway 127, Russell Springs, KY 42642**  
**Phone: (800) 947-1772 Fax: (270) 866-4496**  
**E-mail: [pcopley@kea.org](mailto:pcopley@kea.org)**

Please type or clearly print information.

**Pam Copley must RECEIVE this form by March 1, 2018. After that date, rooms may not be available.**