



TOUR REGISTRATION FORM

Society of American Archivists
69th Annual Meeting
Wednesday, August 17, 2005

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
Organization: \_\_\_\_\_
Street: \_\_\_\_\_ City: \_\_\_\_\_
State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_
Home Tel: ( ) \_\_\_\_\_ Work Tel: ( ) \_\_\_\_\_
Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_
Name of hotel in New Orleans: \_\_\_\_\_

Please check here if you require any special assistance.

Dietary requirements/allergies \_\_\_\_\_ wheelchair/other \_\_\_\_\_

(Please let us know in detail so that we can ensure that our pre-planning allows you to participate in tours where possible.)

Return this form with appropriate fee(s) to:

Crescent City Consultants
Attn: Ginny Westphal, Director of Sales
210 Baronne Street, Suite 1108
New Orleans, LA 70112
Phone: (504) 561-1191
Fax: (504) 561-5894

See next page for Refund/Cancellation policy.

All tour prices are in United States dollars and are inclusive of all taxes, gratuities, entrance fee, etc.

Table with columns: Time, Date, Tours, #, x, Cost, =, Total. Rows include Architectural Tour of French Quarter, African American Legacy Tour, Mississippi River Plantation Tour, Cooking in New Orleans, Louisiana Swamp Tour, Garden District Tour. Total Value of Activities Requested \$U.S.: \$\_\_\_\_\_

Credit Card orders will be charged to your account upon receipt of your total tour registration form.

[ ] CHECK (to CCC)

PLEASE PRINT:

[ ] VISA

[ ] MASTERCARD

Credit Card Number \_\_\_\_\_
Expiration Date \_\_\_\_\_
Name on Card \_\_\_\_\_
Address \_\_\_\_\_
Home Phone ( ) \_\_\_\_\_
E-mail \_\_\_\_\_

Signature (required) \_\_\_\_\_

Forms can be FAXED with Credit Card information to: (504) 561-5894.



## **SOCIAL PROGRAM REGISTRATION POLICY**

Registration deadline is Friday, July 15, 2005.

Crescent City Consultants is the social activities operating company for the SAA Conference and will operate social program registration at the New Orleans Hilton Hotel at the SAA registration area from Monday, August 15, 2005, to Wednesday, August 17, 2005.

Crescent City Consultants  
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210 Baronne Street, Suite 1108  
New Orleans, LA 70112  
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Fax: (504) 561-5894

## **REFUND/CANCELLATION POLICY**

Cancellations received by Friday, July 15, 2005, will receive a refund less \$5.00 per tour ticket administrative fee. There will be no refunds or ticket exchanges after the registration deadline of Friday, July 15, 2005. Your cancelled check or credit card statement is considered your receipt for the tours. Should a catastrophic event occur that adversely affects the overall conference, written notice must be received from SAA for a refund subject to a \$5.00 per ticket

administration fee. Cancellation requests must be made in writing and addressed to: Crescent City Consultants/SAA  
210 Baronne Street, Suite 1108  
New Orleans, LA 70112  
or faxed to (504) 561-5894. Refunds will be made via check following the conference.

## **SOCIAL PROGRAM INFORMATION**

All tickets sold on a first-come, first-served basis and have a limit on the number of participants. You can pick up your pre-registered tour tickets or purchase last-minute tour tickets (if available) at the SAA Social Program registration desk at the New Orleans Hilton Hotel. Any payments after July 15, 2005, are subject to space availability and a \$5.00 per-person, per-tour surcharge for late registration. All tour pick-ups and drop-offs for the tours will be listed on each tour ticket. **Please be at your departure point fifteen minutes prior to the departure time.** Crescent City Consultants reserves the right to cancel any tours if the minimum number of attendees is not met. If a tour is cancelled due to lack of minimum attendance, each registrant will be notified by Crescent City Consultants after the registration deadline of Friday, July 15, 2005, and registration fees refunded in full, unless an alternate choice is selected by each registrant.