

2010 NSCAA Convention Housing Form January 13-17, 2010, Philadelphia, Pa.

HOTELS AND RATES

*Marriott Downtown** (\$120 single/double/triple/quad)

Courtyard by Marriott (\$115 single/double/triple/quad)

Loews (\$115 single/double)

Hilton Garden Inn (\$110 single/double/triple/quad, \$120 jr. suites)

Hampton Inn (\$110 single/double, \$10 each additional person)

Ritz Carlton (\$159 single/double)

* Headquarters hotel. Hotels listed in italics are non-smoking properties.



NSCATT0110

GUEST INFORMATION

Arrival Date _____ Departure Date _____

First Name _____ MI _____ Last Name _____

Daytime Phone _____ Fax _____

If providing international numbers, please include country code and city access numbers.

Email Address _____

Company _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code _____ Country _____

HOTEL SELECTION

List four choices in order of preference. If all requested hotels are unavailable, a reservation will be made at the next available hotel.

First Choice _____ Second Choice _____

Third Choice _____ Fourth Choice _____

Select Room Type: Single (1 person, 1 bed) Double (2 people, 1 bed)
 Double/Double (2 people, 2 beds) Triple (3 people, 2 beds) Quad (4 people, 2 beds)

To request a suite, contact Roy Gordon at 540-654-1875.

List all room occupants:

Check here if you have a disability requiring special services. Smoking room request.

SPECIAL REQUESTS: _____

CREDIT CARD GUARANTEE

Housing forms received without a valid credit card number will not be processed.
The credit card used must be valid through January 2010.



Card Number: _____ Expiration Date _____

Name on Card: _____ V-Code _____

Cardholder's Signature: _____

Signature is necessary to process reservation.

INSTRUCTIONS

Housing for the 2010 NSCAA Convention is now open. For best availability and immediate confirmation, make reservations via the Internet. NOTE: All room charges include a \$5 per night fee to help NSCAA defray Convention-related expenses.

If sharing a room, submit only one application per room requested, listing all occupants in each room. The primary occupant will receive the acknowledgement. NOTE: The NSCAA Housing Office is NOT responsible for duplicate reservations.

TELEPHONE

Reservations can be made via toll-free telephone by calling 800-650-6835. From outside the United States, please call 847-996-5874.

INTERNET

Visit the NSCAA web site at www.NSCAA.com/annual, then click on the "Housing" link to connect to the NSCAA Housing Office web site.

FAX

Only fully completed forms will be accepted by fax at 800-521-6017 (within the United States) or 847-996-5401 (international). Use one form per request. Make copies of this form as needed. **DO NOT fax forms to the NSCAA office. This could result in no hotel reservation.**

MAIL

Completed housing forms may be mailed to NSCAA Housing/Experient, 568 Atrium Drive, Vernon Hills, IL 60061-1731.

ACKNOWLEDGEMENTS

The NSCAA Housing Office will send an acknowledgement of your reservation. Please review all information for accuracy. E-mail and fax confirmations will be sent within 72 hours of the reservation being processed, mail confirmation in 10-14 days. If you do not receive your acknowledgement in this time frame, contact the NSCAA Reservations Line (see numbers above). Regardless of how your reservation was booked, you also may check your reservations any time via the Internet by accessing the online reservations (see instructions above).

GUARANTEE/CANCELLATION POLICIES

All hotels require a valid credit card to guarantee the reservation at the time of booking. Credit cards must be valid through January 2010. Any cancellations made within 72 hours of the arrival date or failure to check in on your confirmed arrival date will result in one night's room and tax charged to the credit card provided.

ROOM RATES/TAXES

To take advantage of the special rates for the NSCAA Convention, book reservations by the cut-off date of **Dec. 28, 2009**. After that date, the NSCAA Convention room blocks will be released and hotels may charge higher rates. All rates are per room and do not include 15.2% tax (subject to change). **You will be charged 15.2% sales and occupancy tax when you check out of your room.**

When making reservations, special requests cannot be guaranteed. However, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in based on availability.

CHANGES, CANCELLATIONS, NEW RESERVATION CUT-OFF

Continue to use NSCAA Housing for new reservations, changes and cancellations through **Dec. 28, 2009**. Note: Requests for new reservations will be on an availability basis. Beginning Dec. 31, 2009, new reservations, changes and cancellations must be directed to your confirmed hotel. All cancellations must be received 72 hours prior to arrival or one night's room and tax will be charged to the credit card provided.

PLEASE NOTE: Your confirmed hotel may assess an early departure fee for departure date changes at check-in.