

2009 Ed Expo Hotel Reservation Request Form

Use one form per room. MAKE COPIES AS NEEDED. Reservations will be processed on a first-come, first-served basis. For best availability and immediate confirmation, make your hotel reservation online at www.edexpo.com. Faxed/mailed housing requests will take longer to process and choice hotels may not be available.

Instructions

Reservations can be made through February 16 by any of the options below. However, please note that after January 30, rate availability cannot be guaranteed.

- Internet:** Book your reservation online at www.edexpo.com
- Phone:** Call the NSSEA Housing Bureau Mon-Fri 8 am-5 pm CST **800-967-3305** (toll-free) or 847-282-2529 (international)
- Fax:** Fax a completed form, one copy per room request, to **800-521-6017** or international to **847-996-5401**
- Mail:** Send a completed form, one copy per room request, to:
Dallas/NSSEA Housing Bureau
568 Atrium Dr.
Vernon Hills, IL 60061-1731

For group reservations of 8 or more rooms, please contact **800.967.3305** or fax your request to **800.521.6017**.

Changes/Cancellation

Reservations may be changed or cancelled via the NSSEA Housing Bureau until February 16, 2009.

Cancellations made after February 5, 2009 will be charged a \$25 cancellation fee. Cancellations made on/after February 16, 2009 will be subject to the hotels' individual cancellation policy and must be submitted directly to the hotels.

Confirmations

The NSSEA Housing Bureau will send you a confirmation. Review it carefully for accuracy. E-mail confirmations will be sent within 72 hours of reservation being processed; fax and mail confirmations in 10-14 days. If you do not receive your confirmation in this time frame, please contact the NSSEA Housing Bureau Mon-Fri 8 am-5 pm CST at 800-967-3305.

You will not receive a confirmation from the hotel.

Forms must be completely filled out.

Incomplete forms will not be processed.



Hotel Information

ARRIVAL DAY/DATE

DEPARTURE DAY/DATE

HOTEL SELECTION: Please list in order of preference.

- 1) _____ 3) _____
2) _____ 4) _____

If requested hotels are unavailable, comparable reservations will be made at another participating hotel according to:

- Comparable room rate Proximity to conference site

ROOM TYPE: (must complete)

Number of people in room: _____ Number of beds in room: _____

Please note that bed types and special requests are subject to hotel availability and cannot be guaranteed.

LIST ALL OCCUPANTS IN ROOM: (include yourself)

- 1) _____ 3) _____
2) _____ 4) _____

SPECIAL NEEDS: Smoking Non-smoking ADA

Other _____

Payment Information

All hotels require a credit card guarantee of one night's room and tax with each reservation request.

Housing forms received without a valid credit card will be returned and will not be processed. (No cash accepted.) Credit cards must be valid through 03/09 in order to be considered a proper deposit. Cards that expire prior to this date will not be processed.

TYPE OF CARD: Visa MasterCard American Express Other

CARDHOLDER NAME

CARD #

EXP. DATE

SIGNATURE (NECESSARY TO PROCESS RESERVATION)

SEND CONFIRMATION TO: (FILL OUT THIS PORTION COMPLETELY – PLEASE TYPE OR PRINT)

FIRST

MI

LAST

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL (CONFIRMATION WILL BE SENT TO THIS ADDRESS)

2009 Ed Expo Hotel Information

NSSEA has contracted with the following hotels for the Ed Expo. Please note that NSSEA is providing shuttle service to the convention center only from the hotels listed below. Triple & Quad rooms, Hospitality rooms, and Multi-room Suite rates available upon request.

For best availability and immediate confirmation, make your hotel reservations via the Internet at www.edexpo.com or by telephone. Faxed/mailed housing requests will take longer to process and choice hotels may not be available.

	Hotel Name	Rate		High-speed Internet Access	# of Restaurants On-Site	Distance to CC	Parking (Per Day) ²
		Single	Double				
1.	Hyatt Regency Dallas (Headquarters)	\$160	\$160	Yes	2	¾ Mile	\$19 (Valet)
2.	Hotel Indigo	\$129	\$129	Yes	1	1 Mile	\$20 (Valet)
3.	The Magnolia Hotel¹	\$135/\$169	\$135	Yes	0 but provides Comp. Breakfast	¾ Mile	TBD

1. The Magnolia Hotel has a number of 1 bedroom suites available at the special rate of \$169.
2. Rate subject to change without notice



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You will not receive a confirmation from the hotel.

Room Rate/Taxes

To take advantage of the special NSSEA rates, please book your reservation by January 30, 2009. After that date, the official NSSEA blocks will be released and the hotels may charge higher rates. All rates are per room night and are subject to a 15% tax (subject to change). 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.

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Questions?

Until February 16, contact the housing bureau via telephone or fax.

After February 16, contact your confirmed hotel directly.