

2012 Ed Expo & Dealer Conference Housing Reservation Form

Reservation will not be processed if form is incomplete. Keep a copy of this form for your records. Do not mail after faxing. Acknowledgements are emailed, mailed or faxed only to the email or fax provided and name listed in field #6. Photocopy this form if you need more than one room. All hotels are within walking distance of the convention center. No shuttles will be provided.

Reservations can be made through March 2, 2012 by any of the options below. However, please note that after February 17, 2012, rate availability cannot be guaranteed.

Internet Reservations

www.edexpo.com. To secure your hotel choice and receive immediate confirmation, make your reservation via Internet. Faxed & mailed housing requests will take longer to process and choice hotels may not be available.

Phone Reservations

Faxed/Mailed Reservations

Fax completed form, one copy per room request, to 410.659.8398 or mail to BACVA/NSSEA Housing Bureau, 100 Light St, 12th Floor, Baltimore, MD 21202.

For group reservations of 6 or more rooms or to request a suite, please contact the NSSEA Housing Bureau at numbers above or via email at conventionhousing@baltimore.org.

Acknowledgements

To ensure you receive the email acknowledgement, please add acknowledgement@pkghrss.com to your address book.

The NSSEA Housing Bureau will send an acknowledgement of your reservation via email, fax or mail, depending on information provided on your housing form. Please review all information for accuracy. Acknowledgements will be emailed within 24 hours of reservation being processed directly online. Housing forms received via fax & mail will require 10-14 days for processing & sending of acknowledgement. If you do not receive your acknowledgement in this time frame, please contact the NSSEA Housing Bureau.

Guarantee:

All reservations require a credit card valid through 3/2012 at the time of confirming reservations. Requests received without a valid guarantee will be returned and will not be processed. Credit cards may be billed for the guarantee anytime at the discretion of your confirmed hotel.

Modifications/Cancellations:

Continue to make, modify or cancel reservations through March 2, 2012, either online or by contacting the NSSEA Housing Bureau. Cancellations made on or after February 7, 2012, will be assessed a \$50 cancellation fee. This fee will be charged within seven days of the cancellation.

Reservations must be cancelled within 72 hours of arrival or hotel will charge a first night's room and tax.

1 Select Hotels: Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity, and availability. Use code only, not numbers. See opposite page (Hotel Information) for rates and codes.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

If hotel choices are sold out, which is more important? Room Rate Location

2 Arrival:

Date: _____

Time: _____ am / pm

Departure:

Date: _____

Time: _____ am / pm

(Make air reservations before filling out arrival/departure dates on this form. Requests for more than 2 days pre/post-convention may not be immediately available through the housing department. Please contact the housing bureau at 1-800-282-6632 or 410-837-4636 (international), between the hours of 8:30 a.m. - 5:30 p.m. EST, Monday-Friday for a service representative to assist you.)

3 Check Appropriate Box:

One Bed Two Beds Total People in Room: _____

The housing department will request room type but please note that bed types and special requests are subject to hotel availability and cannot be guaranteed. Hotels will do their best to try to honor all requests.

4 Room Guarantee: All rooms must be guaranteed. Some hotels require a non-refundable 1st night room and tax deposit. If this applies, the credit card provided below will be charged for that amount.

Credit Card type: Visa MasterCard Discover American Express

Card Number _____

Expiration Date _____

Name on Credit Card _____

5 List All Occupants: first name first:

1. _____

2. _____

3. _____

4. _____

6 Send Acknowledgement To:

First Name _____

MI _____

Last Name _____

Affiliation / Company _____

Street Address or P.O. Box Number _____

City _____

State _____

Country _____

Zip Code _____

Daytime Phone Number _____

Fax Number _____

(If International, Indicate Country/City Code)

Email address _____

7 Special Requests: Smoking Non-smoking Check here for disability

List special or other needs: _____

You Will Not Receive A Written Confirmation From The Hotel

Questions: Through March 2, contact the NSSEA Housing Bureau.