

# Ed Expo Hotel Information

NSSEA has contracted with the following hotels for the upcoming Ed Expo. Please note that NSSEA is providing shuttle service to the Convention Center from all hotels except the Rosen Centre. Triple & Quad room & Hospitality rates available upon request.

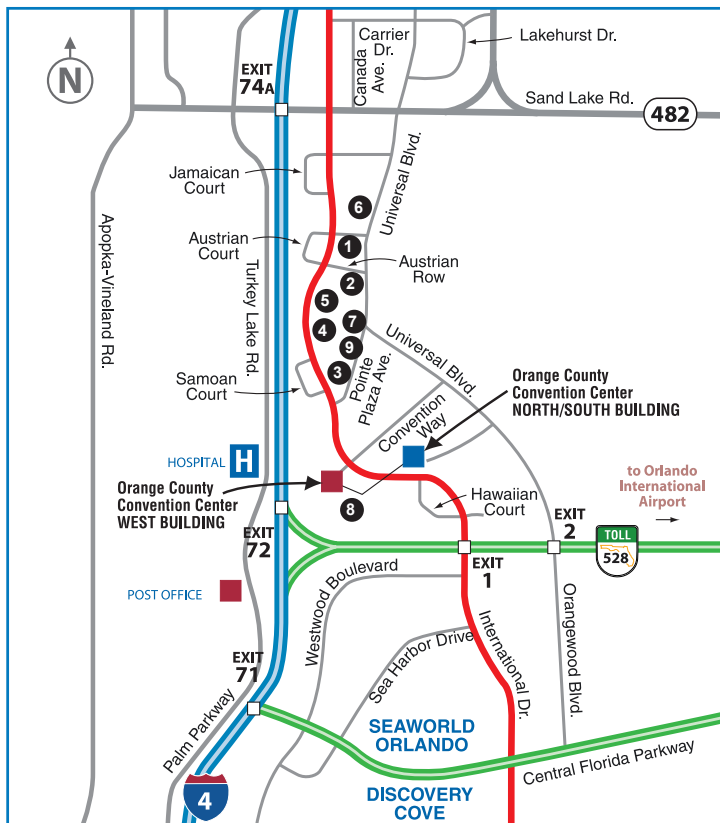
|   | Hotel Name   | Rates Sgl/Db'l | No. of Restaurants | Room Service | Comp. Breakfast | Pool | Exercise Room | Approx. distance to OCC West Bldg. | Shuttle Service to OCC |
|---|--|----------------|--------------------|--------------|-----------------|------|---------------|------------------------------------|------------------------|
| 1 | <b>Doubletree Castle</b><br>8629 International Drive                             | \$139/\$139    | 0                  | Yes          | Yes             | Yes  | Yes           | 1.6 mile                           | Yes                    |
| 2 | <b>ExtendedStay</b><br>8750 Universal Blvd.                                      | \$125/\$125    | 0                  | No           | Yes             | Yes  | Yes           | 1.8 mile                           | Yes                    |
| 3 | <b>Hampton Inn</b><br>8900 Universal Blvd.                                       | \$125/\$125    | 0                  | No           | Yes             | Yes  | Yes           | 1.8 mile                           | Yes                    |
| 4 | <b>Homewood Suites</b><br>8745 International Dr.                                 | \$135/\$135*   | 0                  | No           | Yes             | Yes  | Yes           | 1.5 mile                           | Yes                    |
| 5 | <b>Hyatt Place</b><br>8741 International Dr.                                     | \$132/\$132    | 0                  | No           | Yes             | Yes  | Yes           | 1 mile                             | Yes                    |
| 6 | <b>La Quinta Inn &amp; Suites</b><br>8504 Universal Blvd.                        | \$120/\$120    | 0                  | No           | Yes             | Yes  | Yes           | 1.8 mile                           | Yes                    |
| 7 | <b>Residence Inn</b><br>8800 Universal Blvd.                                     | \$122/\$122**  | 0                  | No           | Yes             | Yes  | Yes           | 1.8 mile                           | Yes                    |
| 8 | <b>HEADQUARTERS HOTEL</b><br><b>Rosen Centre Hotel</b><br>9840 International Dr. | \$189/\$189    | 3                  | Yes          | No              | Yes  | Yes           | 1/3 mile                           | No                     |
| 9 | <b>Springhill Suites</b><br>8840 Universal Blvd.                                 | \$122/\$122    | 0                  | No           | Yes             | Yes  | Yes           | 1 mile                             | Yes                    |

For best availability and immediate confirmation, make your hotel reservations via the Internet at [www.edexpo.com](http://www.edexpo.com). Faxed/mailed housing requests will take longer to process and choice hotels may not be available.

\*Limited # of two-bed suites available, all other suites are 1 bed & 1 sleeper sofa  
\*\*All rooms are 1 King bed & 1 sleeper sofa

## Acknowledgements

The Housing Connection will send to you an acknowledgement of your reservation. Please review all information for accuracy. Email 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 acknowledgement in this time frame, please contact The Housing Connection. Regardless of how you booked, you may also check your reservation via the Internet at [www.edexpo.com](http://www.edexpo.com).



## Room Rates/Taxes

To take advantage of the special NSSEA rates, please book your reservation by February 22, 2010. After that date, rate and availability cannot be guaranteed. All rates are per room and are subject to 12.5% sales tax (13.5% for the Rosen) and 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.

## Changes/Cancellation

Reservations may be changed or cancelled via The Housing Connection until March 9, 2010.

Reservations cancelled after February 22, 2010 and up to 48 hours prior to arrival (5 days for the Rosen Centre) will be subject to a \$25 processing fee. Any reservations cancelled within 48 hours of arrival (5 days for the Rosen Centre) are subject to each individual hotel's cancellation policy.

**You will not receive a confirmation from the hotel.**

# Ed Expo 2010 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](http://www.edexpo.com). Faxed/mailed housing requests will take longer to process and choice hotels may not be available.

## Instructions

To take advantage of the special NSSEA rates, reservations can be made through February 22, 2010 by utilizing one of the following ways:

**Internet:** Book your reservation online at [www.edexpo.com](http://www.edexpo.com)

**Telephone:** Call The Housing Connection at 888-503-5890 or 801-214-7281 International

**Fax:** Fax a completed form, one copy per room request, to 801-355-0250

**Mail:** Send a completed form, one copy per room request, to:

NSSEA Housing  
c/o The Housing Connection  
175 S West Temple, Suite 140  
Salt Lake City, UT 84101

**For group reservations of 8 or more rooms, please contact 888-503-5890 or fax your request to 801-355-0250 or email [thc@housingregistration.com](mailto:thc@housingregistration.com)**

## Modifications/Cancellations

Continue to make, modify, or cancel reservations through 4 pm MST, March 9, 2010 by contacting The Housing Connection.

Cancellations made after February 22, 2010 and up to 48 hours prior to arrival (5 days for the Rosen Centre) will be subject to a \$25 cancellation fee. Any reservations cancelled within 48 hours of arrival (5 days for the Rosen Centre) will be subject to one night's room and tax.

After March 9, contact your hotel directly for changes and cancellations.

## Acknowledgements

The Housing Connection will send you an acknowledgement of your reservation. Review it carefully for accuracy. If you do not receive a confirmation via email, fax, or mail within 14 days after sending request, please contact The Housing Connection at 888-503-5890.

**Forms must be completely filled out. Incomplete forms will not be processed.**

## Questions

Until March 9, contact The Housing Connection via fax or email at [thc@housingregistration.com](mailto:thc@housingregistration.com).

After March 9, contact your confirmed hotel directly.

## 1. Guest Information (Fill out this portion completely – Please type or print)

|   |                       |     |
|---|-----------------------|-----|
| <u>Arrival Date</u>                               | <u>Departure Date</u> |     |
| First Name  | Last Name             |     |
| Company   |                       |     |
| Credit Card Billing Address                       |                       |     |
| City  | State                 | Zip |
| Phone   | Fax                   |     |
| Email (Confirmation will be sent to this address) |                       |     |

## 2. Hotel Information

|        |        |
|--------|--------|
| First  | Third  |
| Second | Fourth |

If requested hotels are unavailable, comparable reservations will be made at another participating hotel. Please indicate preferred criteria for choices:


Comparable room rate       Proximity to conference site

Number of occupants: 1 / 2 / 3 / 4      Number of beds requested: 1 / 2

*(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. |

  Check here if you have a disability requiring special services

Special requests

## 3. Deposit 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 4/10 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 Number      Exp. Date

Signature (Necessary to process reservation)