

2010 School Equipment Show Hotel Information

The School Equipment Show will be held in the North Building of the Phoenix Convention Center, Lower Level, Halls 4 & 5.

For best availability and an immediate email acknowledgement, make your hotel reservations via the Internet at www.schoolequipmentshow.com. Faxed/mailed housing requests will take longer to process and choice hotels may not be available.

NSSEA has contracted with the following hotels for the upcoming School Equipment Show.

Hotel Name	Single Rate	Double Rate	Triple/Quad
Sheraton Phoenix Downtown (Headquarters)	\$169	\$169	\$171/\$173
Wyndham Phoenix	\$169	\$169	\$189/\$209

Acknowledgements

NSSEA Housing Bureau will email to you an acknowledgement of your reservation. Please review all information for accuracy. The NSSEA Housing Bureau system will only generate an emailed acknowledgement after processing. If you do not receive your acknowledgement within 3 business days, please contact the NSSEA Housing Bureau messaging system immediately at 602.452.6269 or via email at hsgcoor@visitphoenix.com.

You will not receive a confirmation from the hotel upon booking, but the hotel may reconfirm your reservation after Nov. 1.

Room Rates/Taxes

To take advantage of the special NSSEA rates, please book your reservation by October 18, 2010. 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 13.27% 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.

Modifications/Cancellations

Through 4 pm MST, November 1, you can continue to make, modify, or cancel reservations online or by contacting the NSSEA Housing Bureau in writing.

Cancellations made after October 18, 2010 and up until 72 hours prior to arrival will be subject to a \$50 cancellation fee. Cancellations within 72 hours will be subject to one night's room and tax.

After November 1, please note that any changes or cancellations must be submitted directly to your confirmed hotel.



Questions

Through November 1, 2010 contact the NSSEA Housing Bureau messaging system at 602.452.6269 or via email at hsgcoor@visitphoenix.com.

After November 1, 2010, contact your confirmed hotel directly.

2010 SCHOOL EQUIPMENT SHOW 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.schoolequipmentshow.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 October 18, 2010 by utilizing one of the following ways:

Internet: Book your reservation online at www.schoolequipmentshow.com

Fax: Fax a completed form, one copy per room request, to **602.256.5292**

Mail: Send a completed form, one copy per room request, to:
NSSEA Housing Bureau
C/O Greater Phoenix CVB
400 East Van Buren Street, #600
Phoenix, AZ 85004-2290

For group reservations of 8 or more rooms, please fax your request to 602.256.5292 or email to hsgcoor@visitphoenix.com.

Modifications/Cancellations

Continue to make, modify, or cancel reservations through 4 pm MST, Nov. 1, 2010 either online at www.schoolequipmentshow.com or by contacting the NSSEA Housing Bureau in writing.

Cancellations made/on after October 18, 2010 will be charged a \$50 cancellation fee.

Any changes or cancellations after November 1, 2010 must be submitted directly to your confirmed hotel. Cancellations are subject to the \$50 cancellation fee up until 72 hours prior to arrival. Cancellations within 72 hours are subject to one night's room and tax.

Acknowledgements

The NSSEA Housing Bureau will send you an email acknowledgement of your reservation. Review it carefully for accuracy. If you do not receive a confirmation via email 3 business days after sending request, please contact the NSSEA Housing Bureau messaging system at 602.452.6269 or via email at hsgcoor@visitphoenix.com.

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

Questions

Leave a voice message at 602.452.6269 or email hsgcoor@visitphoenix.com.

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

Arrival Date:	Departure Date:	
Reservation for: First Name: _____		
Last Name: _____		
Contact #:	Cell #:	
Contact Name/Cell Phone Number (if different than above): _____		
Contact #:	Cell #:	
Company/School: _____		
Address: _____		
City:	State:	Zip:
Phone:	Fax:	
Email (Confirmation will be sent to this address): _____		

2. Hotel Information (Hotels are 100% non-smoking)

List in order of preference

First: _____ Second: _____


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

List services needed: _____

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 11/10 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 Discover

Cardholder Name: _____

Card Number: _____ Exp. Date: _____

Signature (Necessary to process reservation): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____