NAHC Housing Reservation Form

Please submit housing requests to:

Via internet: www.nahc.org
or send faxed reservations to: 410-659-8398

or via postal mail:
NAHC Housing Bureau
100 Light St, 12th Floor
Baltimore, MD 21202

By Phone: 800-282-6632 (toll free)
+1-410-837-4636 (international)

By email: www.conventionhousing@baltimoreorg

RESERVATION DEADLINE is SEPTEMBER 9, 2006. After that date, rooms and conference rates are based upon availability.

To make hotel reservations, please go online, call the reservation phone number or submit this form via fax, or mail. The website, fax number, and mailing address are listed below. If faxing or mailing, each room reservation requires its own form; please photocopy as needed. A maximum of three rooms may be requested. Groups requiring additional rooms should contact the Housing bureau at 1-800-282-6632.

Reservation Confirmation To: *Only one acknowledgement will be sent*

First Name Middle Initial Last Name

Company/Organization

Mailing Address

City Prov/State

Postal/Zip Code Country

Telephone Fax

Email

Hotal Data

Arrival Date_____ **Departure Date**_____

Attendee ☐ **Exhibitor** ☐

Rates are subject to local and state taxes, currently 12.5%

1st Choice Hotel Name _____

2nd Choice Hotel Name_____

3rd Choice Hotel Name _____

Choices are based upon availability. If your hotel choice is not available please indicate whether you wish a hotel that is closest to the ☐ *Convention Center or* ☐ *closest to the selected rate?*

Room Type

☐ Single ☐ Double ☐ Triple ☐ Quad

Maximum room occupancy is four (4) per city code.

Occupants *List all occupants, and arrival and departure dates if different from above.*

_____

_____

_____

Special requirements

_____

Preferences

☐ King Bed ☐ Two Double Beds

☐ Smoking *or* ☐ Non-Smoking

Allow one week for acknowledgement of hotel assignment. If hotel assignment is not received by then, please contact NAHC Housing Bureau at 1-877-735-5749. It is

Method of Payment

A one-night deposit plus 12.5% tax (subject to change) is required for each room before a reservation will be processed. With your housing form, please include a major credit card number or a check made payable to NAHC Housing Bureau.

Credit Card

☐ American Express ☐ MasterCard ☐ Visa

☐ Diners Club ☐ Discover

Card Number

Expiration Date ☐☐-☐☐-☐☐☐☐

must be valid thru 10/04

Name on Credit Card _____

Signature _____

Credit card charges will be processed at the US Dollar rate. The credit card will be used as a guarantee for the room and will not be charged for the deposit.

Please submitt this form only once.

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Changes/Cancellations Be sure to have your reservation acknowledgement number that was assigned to you when the reservation was made. (Modifications to payment information cannot be completed online.) All credit card reservation cancellations received after September 9, 2006, 4pm EST will be charged a $50 cancellation fee. All cancellations for rooms guaranteed by check deposit will be charged a $50 cancellation/deposit fee per reservation cancelled at any time. One night's room plus tax (currently 12.5%) deposit will be forfeited if your entire reservation is not cancelled 72 hours prior to your scheduled arrival date.