

HOTEL RESERVATIONS

MARCH 3-7, 2018 | WASHINGTON HILTON | WASHINGTON, D.C.



HOUSING DEADLINE: FEBRUARY 9, 2018 (FAX YOUR COMPLETED FORM TO 704.927.1439)

- Make your reservation early as room requests are taken on a first-come, first-served basis.
- You must be registered for the meeting in order to reserve a hotel room.
- Hotel cannot process reservation forms. Do not send them directly to the hotel(s). All reservation requests must originate through NACo's official housing company, ConferenceDirect, to guarantee our negotiated room rates.
- NACo Housing will e-mail a confirmation of your reservation within two weeks of receipt of your form.

For accurate and easy housing, visit www.naco.org/events to register and reserve your room on-line.

For questions about reservations, call (Monday-Friday 8:30 a.m. – 9:00 p.m. ET) 888.751.5182 or email us at naco@conferencedirect.com.

FAX: 704.927.1439

GUEST INFORMATION

FIRST NAME		LAST NAME		TITLE	
COUNTY/ORGANIZATION		ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE	EMAIL	
/		/ 2018		/ / 2018	
FAX		ARRIVAL DATE		DEPARTURE DATE	

ASSISTANT CONTACT INFORMATION

ASSISTANT'S NAME (OPTIONAL)	
ASSISTANT'S TELEPHONE (OPTIONAL)	ASSISTANT'S EMAIL (OPTIONAL)

HOSPITALITY SUITES:

If you wish to reserve a hospitality suite, please contact the official NACo Housing Bureau, ConferenceDirect, at naco@conferencedirect.com directly for availability and pricing.

SPECIAL SERVICES (CHECK IF APPLICABLE)

☐ I WILL REQUIRE SPECIAL ASSISTANCE



Please let us know your requirements by attaching a separate sheet of paper outlining your needs.

HOTEL AVAILABILITY:

The room rates below are guaranteed, as long as there are rooms remaining in the NACo room block, until February 9, 2018. After February 9, 2018, hotel rooms and rate availability cannot be guaranteed. Please submit your hotel reservation request as soon as possible, as availability is subject to change.

HOTEL ADDRESSES:

Washington Hilton Hotel

Attn: NACo Leg Conf.
1919 Connecticut Avenue, NW
Washington, D.C. 20009

Courtyard Washington

Attn: NACo Leg Conf.
1900 Connecticut Avenue, NW
Washington, D.C. 20009

The Churchill Embassy Row Hotel

Attn: NACo Leg Conf.
1914 Connecticut Avenue, NW
Washington, D.C. 20009

In late February, you will receive a second confirmation letter, which will include your hotel confirmation number. Please bring your confirmation to the hotel for prompt check-in.

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Please number your hotel preferences in order using the numbers **1-3; 1 being your primary choice and 3 being your last choice**. If your first choice is unavailable, a reservation will automatically be made at the second or third hotel choice, unless space is not available, at which time you will be notified immediately via email.

All hotel reservations must be guaranteed with a major credit card that is valid through the event date, or by a check deposit for one night's room and tax. Even if paying by check, we still **MUST** have a credit card to guarantee each reservation. Check deposits must be mailed directly to your assigned hotel by February 9, 2018 (subject to change without notice).

Please note: A one-night deposit may be charged to your credit card by the hotel as early as February 9, 2018 (subject to change without notice).

***NOTE:** Your preference will be honored based on availability. Please ensure to check your acknowledgment email for final hotel assignment. Bed types are not guaranteed. Triple and Quad occupancy rooms are available at an additional cost.

PLEASE INDICATE YOUR ORDER OF PREFERENCE:

RANK	HOTEL	SINGLE	DOUBLE
_____	WASHINGTON HILTON STANDARD ROOM	\$ 250	\$ 250
_____	WASHINGTON HILTON EXECUTIVE LEVEL	\$ 275	\$ 275
_____	COURTYARD WASHINGTON STANDARD ROOM	\$ 240	\$ 240
_____	CHURCHILL EMBASSY ROW STANDARD ROOM	\$ 240	\$ 240

***ROOM RATES DO NOT INCLUDE TAXES CURRENTLY AT 14.8%**
(subject to change without notice)

PLEASE CHECK ONE OF THE FOLLOWING:

- ☐ SINGLE (one person)
☐ DOUBLE (two person)

If you are requesting a double room, please let us know your roommate's name(s):

FIRST: _____

LAST: _____

FIRST: _____

LAST: _____

If you are submitting a check to cover your deposit or payment of your stay, your check must be mailed directly to the hotel by February 9, 2018. DO NOT mail your hotel deposit check to the Housing Bureau or to NACo's office.

HOTEL DEPOSIT & PAYMENT BY CHECK:

Within one week of receipt of this form, the NACo Housing Bureau will send you an email acknowledging your room request. A one night's room deposit is required to guarantee your room and will be billed to this card on or after February 9, 2018. Please provide a credit number below to secure your hotel reservation. If you pay by check, the hotel will credit your card for any deposits charged.

Deposits will be credited or refunded for cancellations if the hotel receives notice 72 hours prior to the arrival date and a cancellation number is obtained. If you do not cancel your reservation in time or fail to check-in on the scheduled date of your arrival your deposit will be forfeited. Your reservation will also be canceled for the remainder of the stay.

If paying with a credit card, please complete this form and fax the form to 704.927.1439.

Please note: To be in compliance with the PCI regulations, we are unable to receive credit card information via email.

For general questions about reservations, or to reserve a room for the conference, please call (Monday – Friday 8:30 a.m. – 9:00 p.m. EST) 888.751.5182 or email us at naco@conferencedirect.com.

Registration Questions? Please call: 202.942.4292 or email: nacomeetings@naco.org

OFFICIAL USE ONLY

REGISTERED: _____ SUB-BLOCK: _____

ACK. NUMBER: _____

DATE RECEIVED: _____ DATE PROCESSED: _____

CREDIT CARD AUTHORIZATION

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Card Number: _____

Exp. Date: _____

Cardholder's Name: _____

Signature _____

The NACo Housing Bureau is authorized to use the card provided to guarantee my hotel reservation. I understand that one night's room charge and tax will be billed to this card on or after February 9, 2018. I understand that one night's room charge will be billed through this card if I fail to arrive for my assigned housing on the confirmed date, or if I depart earlier than I have confirmed.