



**HOUSING DEADLINE: JUNE 21, 2017 – FAX YOUR COMPLETED FORM TO 704.927.1439**

- Be sure to make your reservations 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 request within two weeks of receipt of your form.

For accurate and easy housing, visit [www.naco.org/annual](http://www.naco.org/annual) to register and reserve your room on-line.

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

**FAX: 704.927.1439**

**CONTACT INFORMATION**

LAST NAME		FIRST NAME	
COUNTY/ORGANIZATION		ADDRESS	
CITY	STATE	ZIP CODE	E-MAIL
TELEPHONE	FAX	ASSISTANT'S E-MAIL (OPTIONAL)	
July / / 2017	July / / 2017		
ARRIVAL DATE	DEPARTURE DATE		

**HOSPITALITY SUITES**

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



**REQUEST HANDICAPPED ACCESSIBLE ROOM**

☐ Check here if you require an ADA accessible room.

**HOTEL AVAILABILITY**

The room rates below are guaranteed until June 21, 2017, based on availability. After June 21, 2017, hotel rate or availability cannot be guaranteed.

**HOTEL DEPOSIT & PAYMENT BY CHECK**

NACo's Housing Bureau will send you an acknowledgement of your room request within two weeks of receipt of this form. The credit card provided below will be charged by the hotel on or after June 22, 2017 in the amount of one night's room and tax, and will be applied towards your stay during the 2017 NACo Annual Conference and Exposition. Check deposits must be mailed directly to your assigned hotel by June 21, 2017. The hotel mailing address will be included in your confirmation letter. To receive a refund, cancellation requests must be received at least 48 hours prior to arrival.

**HOTEL PREFERENCES**

1. Please reference the Hotel Map and indicate the top four hotels you are requesting. Every effort will be made to accommodate your first choice hotel. If your preferred hotel(s) is not available, NACo Housing will contact you with other hotel options. If you do not indicate a hotel choice or room type, one will be selected for you.
2. 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 MUST still have a credit card to guarantee each reservation. Check deposits must be mailed directly to your assigned hotel by June 21, 2017. The hotel mailing address will be included in your confirmation letter.

**NOTE: IF YOU CANCEL YOUR REGISTRATION PRIOR TO JUNE 21, 2017, ANY HOTEL RESERVATION ASSOCIATED WITH YOUR REGISTRATION WILL ALSO BE CANCELED. HOWEVER, IF YOU CANCEL AFTER JUNE 21, 2017, YOU WILL NEED TO CALL THE HOTEL DIRECTLY TO CANCEL YOUR RESERVATION.**

RANK	ROOM TYPE:	SINGLE	DOUBLE
_____	<b>Crowne Plaza Columbus Downtown</b>	<input type="checkbox"/> \$169	<input type="checkbox"/> \$169
_____	<b>Drury Inn &amp; Suites Columbus Convention Center</b>		
_____	Standard Room	<input type="checkbox"/> \$139	<input type="checkbox"/> \$139
_____	Suite	<input type="checkbox"/> \$159	<input type="checkbox"/> \$159
_____	<b>Hampton Inn &amp; Suites Columbus Downtown</b>	<input type="checkbox"/> \$169	<input type="checkbox"/> \$189
_____	<b>Hilton Columbus Downtown</b>	<input type="checkbox"/> \$179	<input type="checkbox"/> \$179
_____	<b>Hyatt Regency Columbus</b>	<input type="checkbox"/> \$179	<input type="checkbox"/> \$179
_____	<b>Red Roof Plus Columbus Downtown</b>	<input type="checkbox"/> \$149	<input type="checkbox"/> \$149
_____	<b>Renaissance Columbus Downtown Hotel</b>	<input type="checkbox"/> \$149	<input type="checkbox"/> \$149
_____	<b>Residence Inn Columbus Downtown</b>	<input type="checkbox"/> \$199	<input type="checkbox"/> \$199
_____	<b>The Lofts</b>	<input type="checkbox"/> \$199	<input type="checkbox"/> \$199

**CREDIT CARD AUTHORIZATION**

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

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

CARD NUMBER	EXP. DATE
NAME AS IT APPEARS ON CARD	SIGNATURE

I authorize the NACo Housing Bureau to use the above card to guarantee my hotel reservation. I understand that one night's room charge and tax will be billed to this card on or after June 21, 2017. Reservations must be cancelled at least 48 hours prior to your scheduled arrival to avoid penalty charges. If you do not cancel your reservation in time or fail to check-in on the scheduled date of arrival, your credit card will be charged in the amount of one night's room and tax or your check deposit will be forfeited. Your reservation will also be canceled for the remainder of the stay.

**\*Please note: To be in compliance with PCI regulations, we are unable to receive credit card information via e-mail.**