



**HOUSING DEADLINE: JUNE 16, 2016**

- Be sure to 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 so do not send them directly to the hotel. 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 you may visit [www.naco.org/events](http://www.naco.org/events) to register and reserve your room on-line.

For questions about reservations, please call (Monday–Friday 8:30a.m.–9:00p.m. EST) 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	EMAIL
_____	_____	_____	_____
		<b>July / / 2016</b>	<b>July / / 2016</b>
TELEPHONE		ARRIVAL DATE	DEPARTURE DATE
_____		_____	
FAX			
_____			

**HOTEL AVAILABILITY**

The room rates below are guaranteed until June 16, 2016, based on availability. After June 16, 2016, hotel rate or room 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. All reservations require a refundable deposit of one night's room and tax, (which is charged on or after June 30, 2016) to guarantee your reservation. A check can be provided upon check-in and the provided card will be refunded, if charged. Requests made via the on-line system will receive an instant acknowledgment email.

In early July you will receive a second confirmation letter which will include the hotel confirmation number. Please bring that confirmation to the hotel for prompt check-in.

**REQUEST HANDICAPPED ACCESSIBLE ROOM**

Check here if you require special assistance to fully participate in the meeting. (Please indicate your specific needs below.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOTEL PREFERENCES**

- 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 hotels are not available, NACo Housing will contact you with other hotel options. If you do not indicate a room choice, one will be made for you.
  - Indicate your first choice room type and then list sequentially in order of preference.
  - If your first choice is unavailable, a reservation will be made at the next available selection.
  - If you do not indicate your room choices, one will be made for you.
- 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 June 30, 2016. The hotel mailing address will be included in your confirmation letter.

<b>RANK</b>	<b>ROOM TYPE:</b>	<b>SINGLE</b>	<b>DOUBLE</b>
_____	<b>Best Western Plus Hotel</b>	<input type="checkbox"/> \$189	<input type="checkbox"/> \$189
_____	<b>Courtyard by Marriott Long Beach Downtown Hotel</b>	<input type="checkbox"/> \$209	<input type="checkbox"/> \$209
_____	<b>Hilton Long Beach</b>	<input type="checkbox"/> \$209	<input type="checkbox"/> \$209
_____	<b>Hotel Maya Doubletree by Hilton</b>	<input type="checkbox"/> \$224	<input type="checkbox"/> \$224
_____	<b>Hyatt Regency Long Beach</b>	<input type="checkbox"/> \$229	<input type="checkbox"/> \$229
_____	<b>Hyatt Centric the Pike Long Beach</b>	<input type="checkbox"/> \$224	<input type="checkbox"/> \$224
_____	<b>The Queen Mary Hotel</b>		
_____	<i>Deluxe King Stateroom</i>	<input type="checkbox"/> \$179	<input type="checkbox"/> \$179
_____	<i>Deluxe Harbor View Stateroom</i>	<input type="checkbox"/> \$189	<input type="checkbox"/> \$189
_____	<i>Family Stateroom</i>	<input type="checkbox"/> \$199	<input type="checkbox"/> \$199
_____	<b>Renaissance Long Beach Hotel</b>	<input type="checkbox"/> \$229	<input type="checkbox"/> \$229
_____	<b>Residence Inn Long Beach Downtown Hotel</b>	<input type="checkbox"/> \$204	<input type="checkbox"/> \$204
_____	<b>Westin Long Beach Hotel</b>	<input type="checkbox"/> \$229	<input type="checkbox"/> \$229

**CREDIT CARD AUTHORIZATION**

- 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 30, 2016. Reservations must be cancelled at least 72 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 your 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.

**NACo Office Official Use Only:**

Registration No. \_\_\_\_\_

Registered \_\_\_\_\_

Sub-Block \_\_\_\_\_

**Note:** If you cancel your NACo Annual Meeting registration prior to June 16, 2016, any hotel reservation associated with your registration will also be canceled. Meeting registrations canceled after June 16, 2016 will require that you contact the hotel directly to cancel your room reservation.