



HOUSING DEADLINE: JUNE 16, 2016

- Be sure to make your reservation early as room requests are taken on a first-come, first-served basis.
- Exhibitors may request housing prior to registering for the conference. Please note that you will be charged a non-refundable one-night room and tax deposit by the hotel for each room reserved.
- 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 questions about reservations, please call
(Monday–Friday 8:30a.m.–9:00p.m. EST) 888.751.5182
or email us at naco@conferencedirect.com

FAX: 704.927.1439

CONTACT INFORMATION

_____ LAST NAME		_____ FIRST NAME		
_____ COMPANY NAME		_____ ADDRESS		
_____ CITY	_____ STATE	_____ ZIP CODE	_____ EMAIL	
_____ TELEPHONE	_____ FAX	_____ July / / 2016 ARRIVAL DATE	_____ July / / 2016 DEPARTURE DATE	

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. Exhibitor housing requests require a non-refundable one-night room and tax charge to secure a guestroom within the NACo block. This non-refundable deposit will be charged by the hotel on or after June 30, 2016 and be applied towards your stay to participate/exhibit at the NACo 2016 Annual Conference and Exposition. Payments made by check will be forwarded to the hotel and will not be refunded in case of cancellation.

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

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 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.
2. All hotel reservations will be charged a non-refundable one-night room and tax charge. This non-refundable deposit will be applied to your stay at the assigned hotel.

RANK	ROOM TYPE:	SINGLE	DOUBLE
_____	Best Western Plus Hotel	<input type="checkbox"/> \$189	<input type="checkbox"/> \$189
_____	Courtyard by Marriott Long Beach Downtown Hotel	<input type="checkbox"/> \$209	<input type="checkbox"/> \$209
_____	Hilton Long Beach	<input type="checkbox"/> \$209	<input type="checkbox"/> \$209
_____	Hotel Maya Doubletree by Hilton	<input type="checkbox"/> \$224	<input type="checkbox"/> \$224
_____	Hyatt Regency Long Beach	<input type="checkbox"/> \$229	<input type="checkbox"/> \$229
_____	Hyatt Centric the Pike Long Beach	<input type="checkbox"/> \$224	<input type="checkbox"/> \$224
_____	The Queen Mary Hotel		
_____	<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
_____	Renaissance Long Beach Hotel	<input type="checkbox"/> \$229	<input type="checkbox"/> \$229
_____	Residence Inn Long Beach Downtown Hotel	<input type="checkbox"/> \$204	<input type="checkbox"/> \$204
_____	Westin Long Beach Hotel	<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 send the above card information to my assigned hotel. I acknowledge that the hotel will charge a non-refundable one-night room and tax charge. This charge will be forfeited should the reservation be canceled. Reservations must be cancelled at least 72 hours prior to your scheduled arrival to avoid additional penalty charges. 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.

**NACo Office Official
Use Only:**

Sub-Block _____