



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 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 nacomeetings@naco.org

FAX: 866.741.5129

CONTACT INFORMATION

_____ LAST NAME		_____ FIRST NAME	
_____ COUNTY/ORGANIZATION		_____ 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. 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

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 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.

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"/> \$229
_____	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"/> \$224	<input type="checkbox"/> \$224
_____	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 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:
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.