



NSTA New Orleans Area Conference
Official Housing Request Form

November 10–12, 2011
New Orleans, Louisiana

Deadline:
October 10, 2011

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning **April 18**.

• INTERNET

www.nsta.org/neworleanshousing
Please have your credit card and arrival/departure information ready.

• TELEPHONE

877-352-6710 (toll free)
801-505-4611 (international)
Call between 7:00 AM and 6:00 PM Mountain Time, Monday–Friday. Be prepared to provide all the information on this form.

• FAX (Use one form per room request)

801-355-0250

• MAIL (Use one form per room request)

DO NOT MAIL TO NSTA
The Housing Connection-NSTA/New Orleans
175 South West Temple, Suite 140
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by Internet, phone, fax, or mail by **October 10, 2011**.

CONFIRMATIONS

The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmation will be sent if an e-mail address is provided (preferred), or confirmations can be faxed or mailed. If you do not receive a confirmation or if you have questions, please call The Housing Connection. **You will NOT receive a confirmation from the hotel.**

TAX RATE and SPECIAL REQUESTS

All rates are per room and are subject to a 13% tax and a room occupancy tax of up to \$3 per night (subject to change). Special requests cannot be guaranteed; however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

ROOM DEPOSIT REQUIRED TO SECURE RESERVATION

All reservations must be accompanied by a valid credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee or deposit will not be processed. Check deposits must be mailed with a completed housing form payable to The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.

CANCELLATION POLICY

Cancellations made after **October 10** and prior to 48 hours before arrival date will be subject to a \$25 cancellation fee. One night's room charge and tax will be forfeited entirely if cancellation occurs within 48 hours of arrival.

CONTACT INFORMATION

First: _____ MI: _____ Last: _____

E-mail: _____

School/Company: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Country: _____

Phone: _____ Fax: _____

HOTEL SELECTION

Arrival Date: _____ Departure Date: _____

HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD
1. Hampton Inn & Suites—Conv. Center	\$129	\$129	\$139	\$149
2. Hilton Garden Inn Conv. Center	\$124	\$124	\$144	\$164
3. New Orleans Marriott (HQ Hotel)	\$149	\$149	\$149	\$149

Please select hotel choices in order of preference and enter their numbers below.

1st _____ 2nd _____

Room Type Requested: One Bed Two Beds

If requested hotels are unavailable, a reservation will be made at the next available hotel.

Please select criteria: Comparable room rate Proximity to conference site

Submit only one room request per form. Should additional forms be needed, please make copies.

List all room occupants (include yourself):

Check here if you require special services Nonsmoking request

Special requests: _____

DEPOSIT INFORMATION

All reservation requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

Type of Credit Card:

American Express Diner's Club Discover MasterCard Visa

Card number: _____ Exp. Date _____

Name on credit card _____

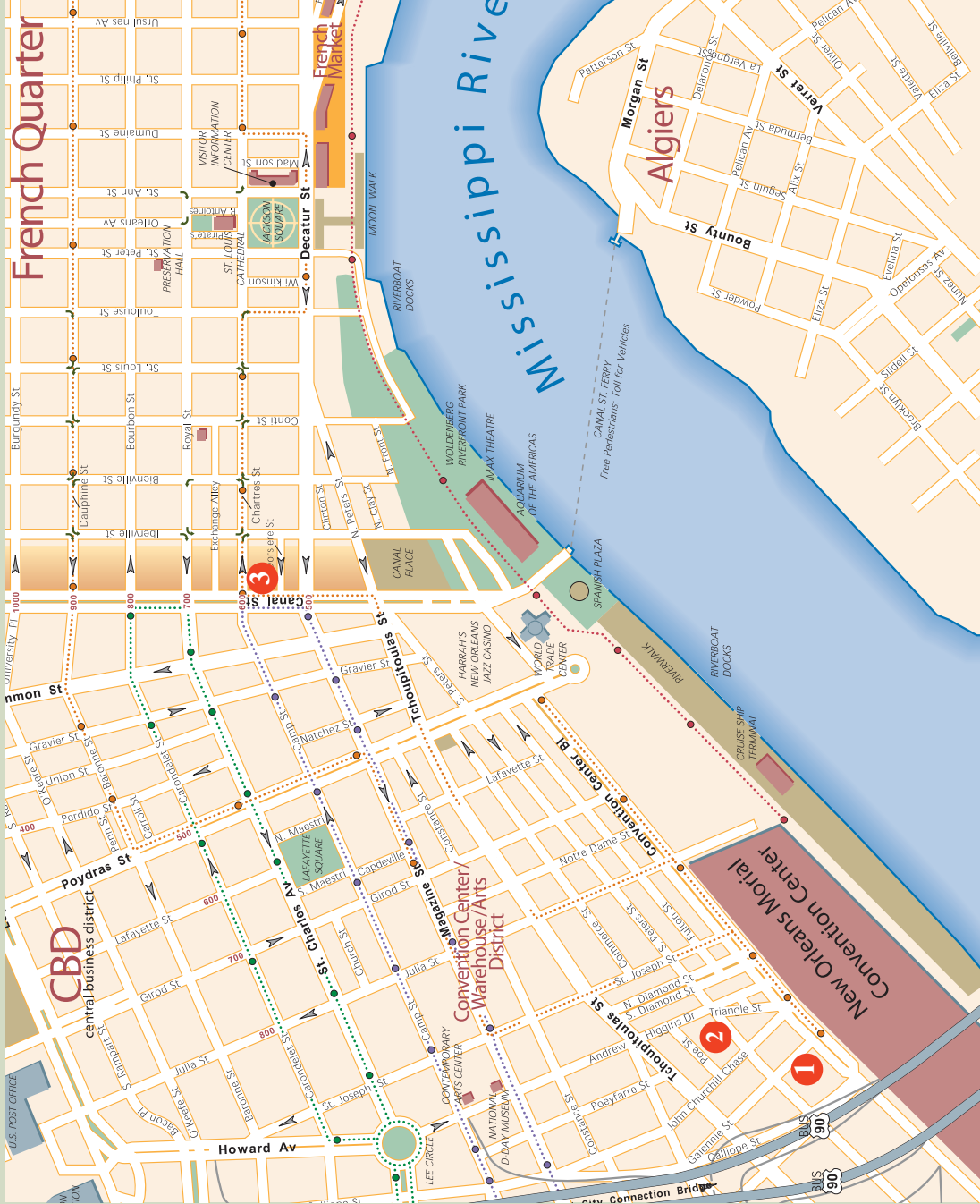
Cardholder's signature* _____

*I hereby authorize The Housing Connection or any one of the participating hotels to process a charge to my credit card for each room deposit in accordance with the policies and information provided herein no sooner than **October 10**.

One night's check deposit enclosed and made payable to The Housing Connection. Mail housing forms to The Housing Connection-NSTA/New Orleans, 175 South West Temple, Suite 140, Salt Lake City, UT 84101. Check deposits must be received by October 10 to be accepted.

DOWNTOWN NEW ORLEANS ACCOMMODATIONS LOCATOR

NSTA 2011



Hotel Legend

1. Hampton Inn & Suites Convention Center
2. Hilton Garden Inn Convention Center
3. New Orleans Marriott