



NSTA Seattle Area Conference  
**Exhibitor Housing Request Form**

December 8–10, 2011  
Seattle, Washington

**Deadline:  
November 7, 2011**

**INSTRUCTIONS**

Housing reservations can be made in one of the following ways beginning **April 18, 2011**.

• **INTERNET**

[www.nsta.org/seattlehousing](http://www.nsta.org/seattlehousing)

• **FAX** (Use one form per room request)

206-461-5853

• **E-MAIL**

hotelres@visitseattle.org

• **PHONE**

888-877-0255

• **MAIL** (Use one form per room request)

DO NOT MAIL TO NSTA

Seattle Housing Bureau

One Convention Place

701 Pike St., Suite 800

Seattle, WA 98101

**ROOM RATES/TAXES/SPECIAL REQUESTS**

To take advantage of special NSTA rates, you must book your room by **November 7**. All rates are per room and are subject to a 15.6% tax (subject to change). Room types and special requests cannot be guaranteed. Hotels will do their best to honor all requests and will assign specific room types upon check-in based on availability.

**DEPOSITS/BOOKING POLICY**

All reservations must be accompanied by a valid credit card to guarantee ONLY. Housing Forms received without a valid credit card will not be processed. Credit card deposits will be processed no sooner than **November 7**. Please contact the Seattle Housing Bureau to block 10 or more rooms or to arrange payment by check.

**ACKNOWLEDGEMENTS**

The Seattle Housing Bureau will send you an acknowledgment of your reservation within seven business days. Please review all information for accuracy. If booking online, be sure to print a copy of your acknowledgment. **If you did not receive an acknowledgment number, the Seattle Housing Bureau did NOT receive your reservation.** You will **NOT** receive a confirmation from the hotel. **Please do not call hotels directly.**

**CHANGES**

Access your reservation online at [www.nsta.org/seattlehousing](http://www.nsta.org/seattlehousing) to make changes OR contact the Seattle Housing Bureau by phone, e-mail, or fax through **November 18**. Please reference your acknowledgment number. An early departure penalty of one night's room rate plus tax may be charged at your hotel's discretion

**CANCELLATION POLICY**

Cancellations made after **November 7** 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. Sheraton Seattle Hotel (HQ Hotel)	\$162	\$162	\$172	\$182
2. Red Lion Hotel on Fifth Avenue	\$159	\$159	\$179	\$199

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

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

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 for one night's deposit plus 15.6% tax. Housing forms received without a valid guarantee/deposit will not be processed.

**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 participating hotels to process a charge to my credit card if room is canceled 48 hours prior to arrival date.

# NSTA Seattle Area Conference on Science Education

## LEGEND

1. Sheraton Seattle Hotel
2. Red Lion Hotel on 5th Avenue



Free Ride Area  
 Monorail Route  
 Bus/Light Rail Tunnel  
 Bus/Light Rail Tunnel Stops  
 South Lake Union Streetcar

Pike Place Market to Qwest Event Center—1 mi / 1.6 km  
 Pike Place Market to Space Needle—1 mi / 1.6 km  
 Pike Place Market to Convention Center—1/2 mi / 800 m

Major Attractions  
 Parks  
 NSTA Hotel