



NSTA Long Beach Area Conference in collaboration with CSTA

Exhibitor Housing Request Form

**Deadline:
November 10, 2014**

December 4–6, 2014, Long Beach, California

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning **May 21**.

• **Internet * Preferred**

For payments via credit card

www.nsta.org/longbeachhousing

Please have your credit card and arrival/departure information ready. Accepted credit cards include American Express, Diner's Club, Discover, Visa, and MasterCard.

• **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

***Mail CHECKS ONLY to:**

Orchid Event Solutions–NSTA/Long Beach
175 South West Temple, Suite 30
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **November 10, 2014**.

CONFIRMATIONS

Orchid Event Solutions 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 confirmation can be faxed or mailed. If you do not receive a confirmation or if you have questions, call Orchid Event Solutions. **You will NOT receive a confirmation from the hotel.**

TAX RATE and SPECIAL REQUESTS

All rates are per room and are subject to a 15.1% sales and hotel room tax (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 "Orchid Event Solutions."

CANCELLATION POLICY

Cancellations made after **November 10** and prior to 72 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 72 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. Hyatt Regency Long Beach (Headquarters Hotel)	\$159	\$159	\$179	\$179
2. Hilton Long Beach & Executive Meeting Center	\$149	\$149	\$169	\$169
3. Renaissance Long Beach Hotel	\$157	\$157	\$177	\$177
4. The Westin Long Beach	\$159	\$159	\$179	\$179
5. Courtyard Long Beach Downtown	\$155	\$155	\$155	\$155
6. The Queen Mary	\$159	\$159	\$159	\$159
7. Residence Inn	\$159**	\$159**	N/A	N/A
8. Holiday Inn Long Beach (Downtown)	\$150	\$150	N/A	N/A
9. Rodeway Inn Long Beach	\$133	\$143	N/A	N/A
10. The Varden Hotel	\$149.50	\$149.50	N/A	N/A

**studio kings

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):

DEPOSIT INFORMATION

All reservation requests 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. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

Type: American Express Diner's Club Discover MasterCard Visa

Card number: _____ Exp. Date: _____

Name on credit card _____

Cardholder's signature* _____

*I hereby authorize Orchid Event Solutions or any one of the hotels to process a charge to my credit card for each room deposit in accordance with the policies provided herein no sooner than November 10, 2014

One night's check deposit enclosed and made payable to Orchid Event Solutions. Mail housing forms to Orchid Event Solutions–NSTA/Long Beach, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by November 10 to be accepted.



1. Hyatt Regency Long Beach

(Headquarters Hotel)

200 S. Pine Ave.

2. The Westin Long Beach

333 E. Ocean Blvd.

3. Renaissance Long Beach Hotel

111 E. Ocean Blvd.

4. Hilton LB Long Beach & Executive Meeting Center

701 W. Ocean Blvd.

5. Courtyard Long Beach Downtown

500 E. First St.

6. The Queen Mary

1126 Queens Hwy.

7. Residence Inn

600 Queensway Dr.

8. Holiday Inn

1133 Atlantic Ave.

9. Rodeway Inn

50 Atlantic Ave.

10. The Varden Hotel

335 Pacific Ave.

Shuttle service is available between the Convention Center and the Hilton Long Beach, The Queen Mary, Residence Inn, and Holiday Inn.