



NSTA Long Beach Area Conference in collaboration with CSTA

Official Housing Request Form

December 4-6, 2014, Long Beach, California

Deadline: November 10, 2014

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: \_\_\_\_\_

Table with 5 columns: HOTEL, SINGLE, DOUBLE, TRIPLE, QUAD. Lists 10 hotels including Hyatt Regency Long Beach, Hilton Long Beach & Executive Meeting Center, Renaissance Long Beach Hotel, etc.

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.