



National Exhibitor Housing Request Form

March 31–April 3, 2016
Nashville, Tennessee

**Deadline:
March 2,
2016**

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning September 14, 2015:

- **Internet * Preferred**
For payments via credit card
www.nsta.org/nashvillehousing
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/Nashville
175 South West Temple, Suite 30
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **March 2, 2016**.

CONFIRMATIONS

Orchid Event Solutions will send you a confirmation of your reservation. Please review all information for accuracy. An e-mail confirmation will be sent if an e-mail address is provided or confirmations 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 hotel rooms in Nashville are subject to hotel room taxes (15.25%) plus \$2.50 city tax. Taxes are 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 deposit will not be processed. Check deposits must be mailed with a completed housing form payable to Orchid Event Solutions, 175 South West Temple, Suite 30, Salt Lake City, UT 84101.

CANCELLATION POLICY

Cancellations made after March 2, 2016, and prior to 48 hours before arrival date may 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 (required) _____
 School/Company _____
 Address _____
 City _____ State _____ Postal Code _____
 Country _____
 Phone _____ Fax _____

HOTEL SELECTION

Arrival Date _____ **Departure Date** _____

Please select hotel choices in order of preference and enter their numbers below.
Additional fees may apply for more than two guests in a room.

1st _____ 2nd _____ 3rd _____ 4th _____

Room Type Requested: One Bed Two Beds

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 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 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 Orchid Event Solutions 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 March 2, 2016.

One night’s check deposit enclosed and made payable to Orchid Event Solutions. Mail housing forms to Orchid Event Solutions–NSTA/Nashville, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by March 2, 2016.

NSTA Nashville Conference Hotels

Numbers correspond to map on the following page. Room rates are per night and are subject to hotel room taxes (15.25%) plus \$2.50 city tax. Taxes are subject to change. NSTA provides free shuttle service exclusively to most of the hotels listed below. For a complete shuttle schedule, check back in January at www.nsta.org/nashville.

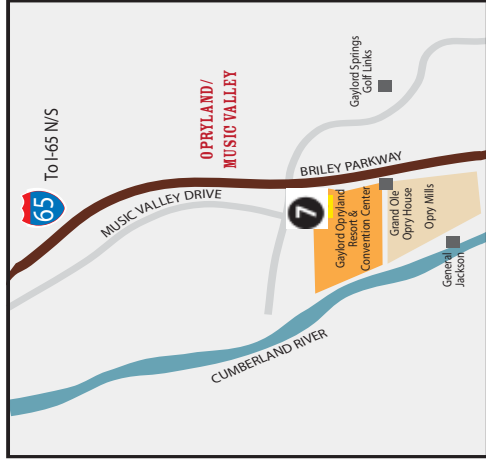
	Single	Double	Triple	Quad
1. Aloft Nashville West End 1719 West End Ave.	\$185	\$185	\$185	\$185
2. The Capitol Hotel Downtown Nashville (formerly Best Western) 711 Union St.	\$159	\$159	\$159	\$159
3. Courtyard by Nashville Downtown 170 4th Ave. N	\$189	\$189	\$199	\$209
4. Courtyard Nashville Vanderbilt/West End 1901 West End Ave.	\$189	\$189	\$189	\$189
5. DoubleTree by Hilton Hotel Nashville Downtown 315 4th Ave. N	\$170	\$170	\$170	\$170
6. Embassy Suites Nashville–Vanderbilt 1811 Broadway	\$193	\$193	\$193	\$193
7. Gaylord Opryland Resort 2800 Opryland Dr.	\$173	\$173	\$173	\$173
8. Hampton Inn & Suites Nashville Vanderbilt–Elliston Place 2330 Elliston Place	\$171	\$171	\$171	\$171
9. Hampton Inn Nashville Vanderbilt 1919 West End Ave.	\$171	\$171	\$171	\$171
10. Hilton Garden Inn Nashville Downtown/Convention Center 305 Korean Veterans Blvd.	\$199	\$199	\$209	\$219
11. Hilton Garden Inn Nashville Vanderbilt 1715 Broadway	\$163	\$163	\$163	\$163
12. Hilton Nashville Downtown 121 4th Ave. S	\$215	\$215	\$215	\$215
13. Holiday Inn Express Nashville–Downtown 920 Broadway	\$189	\$189	\$189	\$189
14. Holiday Inn Nashville–Vanderbilt 2613 West End Ave.	\$159	\$159	\$159	\$159
15. Homewood Suites by Hilton Nashville–Downtown 706 Church St.	\$223	\$223	\$223	\$223
16. Homewood Suites by Hilton Nashville Vanderbilt 2400 West End Ave.	\$189	\$189	\$189	\$189
17. Hotel Indigo Nashville 301 Union St.	\$189	\$189	\$189	\$189
18. Hutton Hotel 1808 West End Ave.	\$199	\$199	\$199	\$199
19. Hyatt Place Nashville Downtown 301 3rd Ave. S	\$188	\$188	\$188	\$188
20. Loews Vanderbilt Hotel 2100 West End Ave.	\$200	\$200	\$200	\$200
21. Millennium Maxwell House Hotel Nashville 2025 Rosa L. Parks Blvd.	\$169	\$169	\$169	\$169
22. Nashville Marriott at Vanderbilt University 2555 West End Ave.	\$184.25	\$184.25	\$184.25	\$184.25
23. Omni Nashville Hotel (Co-Headquarters Hotel) 250 5th Ave. S	\$205	\$205	\$215	\$225
24. Renaissance Nashville Hotel (Co-Headquarters Hotel) 611 Commerce St.	\$203	\$203	\$203	\$203
25. Sheraton Nashville Downtown Hotel 623 Union St.	\$205	\$205	\$215	\$225
26. Union Station Hotel, Autograph Collection 1001 Broadway	\$210	\$210	\$235	\$250



Official Hotels for the NSTA Nashville National Conference

Music City Center (Convention Center) • Downtown Nashville Tennessee

1. Aloft Nashville West End (1.2 miles)
2. The Capitol Hotel Downtown Nashville (formerly Best Western Downtown) (5 blocks)
3. Courtyard Nashville Downtown (4 blocks)
4. Courtyard Nashville Vanderbilt/West End (1.3 miles)
5. DoubleTree by Hilton Hotel Nashville Downtown (6 blocks)
6. Embassy Suites Nashville–Vanderbilt (1.3 miles)
7. Gaylord Opryland Resort (11 miles)
8. Hampton Inn & Suites Nashville Vanderbilt–Elliston Place (1.9 miles)
9. Hampton Inn Nashville Vanderbilt (1.4 miles)
10. Hilton Garden Inn Nashville Downtown/Convention Center (1 block)
11. Hilton Garden Inn Nashville Vanderbilt (1.2 miles)
12. Hilton Nashville Downtown (1/2 block)
13. Holiday Inn Express Nashville–Downtown (3 blocks)
14. Holiday Inn Nashville–Vanderbilt (2.2 miles)
15. Homewood Suites by Hilton Nashville–Downtown (4 blocks)
16. Homewood Suites by Hilton Nashville Vanderbilt (1.9 miles)
17. Hotel Indigo Nashville (6 blocks)
18. Hutton Hotel (1.2 miles)
19. Hyatt Place Nashville Downtown (2 blocks)
20. Loews Vanderbilt Hotel (1.6 miles)
21. Millennium Maxwell House Hotel Nashville (2.5 miles)
22. Nashville Marriott at Vanderbilt University (2.1 miles)
23. **Omni Nashville Hotel (Co-Headquarters) (adjacent)**
24. **Renaissance Nashville Hotel (Co-Headquarters) (2 blocks)**
25. Sheraton Nashville Downtown Hotel (5 blocks)
26. Union Station Hotel–Autograph Collection (4 blocks)



*Complimentary shuttle service will be provided to most hotels

*Note that distances are in relation to the Music City Center (Convention Center)