



National Housing Request Form

March 30–April 2, 2017
Los Angeles, California

Deadline:
February 27,
2017

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning September 19, 2016:

• **Internet * Preferred**

For payments via credit card

www.nsta.org/LAhousing

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/Los Angeles

175 South West Temple, Suite 30

Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **Feb. 27, 2017.**

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 Los Angeles are subject to hotel room taxes (up to 15.88%). 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 Feb. 27, 2017, and prior to 72 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 72 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 Feb. 27, 2017.

One night's check deposit enclosed and made payable to Orchid Event Solutions. Mail housing forms to Orchid Event Solutions–NSTA/Los Angeles, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by Feb. 27, 2017.

NSTA Los Angeles Conference Hotels

Numbers correspond to map on the following page. Room rates are per night and are subject to hotel room taxes (up to 15.88%). 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/LA.

			Single	Double	Triple	Quad
1.	Courtyard Los Angeles L.A. LIVE 901 W. Olympic Blvd.		\$223	\$223	\$243	\$263
2.	DoubleTree by Hilton Los Angeles Downtown 120 S. Los Angeles St.		\$228	\$228	\$228	\$228
3.	Hilton Los Angeles Airport 5711 W. Century Blvd.		\$149	\$149	\$169	\$189
4.	Hotel Indigo LA Downtown 899 Francisco St.		\$250	\$250	\$270	\$290
5.	JW Marriott Los Angeles L.A. LIVE (Headquarters Hotel) 900 W. Olympic Blvd.		\$257	\$257	\$277	\$297
6.	Kawada Hotel 200 S. Hill		\$159	\$159	N/A	N/A
7.	The L.A. Hotel Downtown 333 S. Figueroa St.		\$215	\$215	\$225	\$245
8.	Luxe City Center Hotel 1020 S. Figueroa St.		\$196	\$196	\$259	\$269
9.	The Mayfair Hotel 1256 W. 7th St.		\$199	\$199	\$199	\$199
10.	Millennium Biltmore Hotel 506 S. Grand Ave.	Classic Rooms Club Rooms* (*club lounge access)	\$191 \$214	\$191 \$214	\$221 N/A	\$251 N/A
11.	O Hotel 819 S. Flower St.		\$195	\$195	N/A	N/A
12.	Omni Los Angeles Hotel at California Plaza 251 S. Olive St.		\$215	\$215	\$235	\$255
13.	Residence Inn Los Angeles L.A. LIVE 901 W. Olympic Blvd.		\$234	\$254	\$274	\$294
14.	Sheraton Grand Los Angeles 711 S. Hope St.		\$196	\$196	\$221	\$246
15.	The Standard Downtown LA 550 S. Flower St.		\$240	\$240	N/A	N/A
16.	The Westin Bonaventure Hotel & Suites 404 S. Figueroa St.		\$213	\$213	\$233	\$253
17.	The Westin Los Angeles Airport 5400 W. Century Blvd.		\$179	\$179	\$194	\$209





★ Los Angeles Convention Center
 1201 S. Figueroa St.

- 1. Courtyard Los Angeles L.A. LIVE**
901 W. Olympic Blvd.
- 2. DoubleTree by Hilton Los Angeles Downtown**
120 S. Los Angeles St.
- 3. Hilton Los Angeles Airport**
5711 W. Century Blvd.
- 4. Hotel Indigo LA Downtown**
899 Francisco St.
- 5. JW Marriott Los Angeles L.A. LIVE (Headquarters)**
900 W. Olympic Blvd.
- 6. Kawada Hotel**
200 S. Hill St.
- 7. The L.A. Hotel Downtown**
333 S. Figueroa St.
- 8. Luxe City Center Hotel**
1020 S. Figueroa St.
- 9. The Mayfair Hotel**
1256 W. 7th St.
- 10. Millennium Biltmore Hotel**
506 S. Grand Ave.
- 11. O Hotel**
819 S. Flower St.
- 12. Omni Los Angeles Hotel at California Plaza**
251 S. Olive St.
- 13. Residence Inn Los Angeles L.A. LIVE**
901 W. Olympic Blvd.
- 14. Sheraton Grand Los Angeles**
711 S. Hope St.
- 15. The Standard Downtown LA**
550 S. Flower St.
- 16. The Westin Bonaventure Hotel & Suites**
404 S. Figueroa St.
- 17. The Westin Los Angeles Airport**
5400 W. Century Blvd.

Hotels at Beach Cities

Roughly 13 Miles SW
From LACC

