



NSTA Reno Area Conference  
**Official Housing Request Form**  
 October 11-13, 2018, Reno, Nevada

**Deadline:**  
**September 21, 2018**

**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/reno  
 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.Events-NSTA/Reno  
 175 South West Temple, Suite 30  
 Salt Lake City, UT 84101

**DEADLINE**

Reservations must be made by **September 21, 2018**.

**CONFIRMATIONS**

Orchid.Events 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.Events. **You will NOT receive a confirmation from the hotel.**

**TAX RATE and SPECIAL REQUESTS**

All rates are per room and are subject to a 13% state and occupancy tax, as well as a \$2/night tourist 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.Events."

**CANCELLATION POLICY**

Cancellations made after **September 21** and prior to 24 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 24 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. <b>Atlantis Casino Resort Spa-Reno</b> <i>Headquarters Hotel</i>	\$163	\$163	\$163	\$163
2. <b>Peppermill Resort Spa Casino</b>	\$149	\$149	\$159	\$169

**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):

\_\_\_\_\_  
 \_\_\_\_\_

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:**  American Express  Diner's Club  Discover  MasterCard  Visa

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on credit card \_\_\_\_\_

Cardholder's signature\* \_\_\_\_\_

\*I hereby authorize Orchid.Events 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 September 21, 2018.

In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making hotel room reservations.

*One night's check deposit enclosed and made payable to Orchid.Events. Mail housing forms to Orchid. Events-NSTA/Reno, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by **September 7** to be accepted.*

# NSTA 2018 Reno Area Conference

October 11–13, 2018

*Elevating Science: Digging Deeper*



## 1. Atlantis Casino Resort Spa–Reno

*(Headquarters Hotel)*

3800 S. Virginia St.

## 2. Peppermill Resort Spa Casino

2707 S. Virginia St.

Shuttle transportation between the Peppermill Resort Spa Casino (outside the main hotel entrance) and the Reno–Sparks Convention Center will be provided courtesy of the Peppermill, as follows:

Wed., Oct. 10: 4:30–7:30 PM

Thurs. Oct. 11: 6:30–9:30 AM/ 3:30–6:30 PM

Fri. Oct. 12: 6:30–9:30 AM/ 2:00–5:00 PM

Sat., Oct. 13: 7:00 AM–1:00 PM