### www.nsta.org/reno: Suggested Method for Housing Reservations

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.

NSTA Reno Area Conference

### **Official Housing Request Form**

October 11-13, 2018, Reno, Nevada



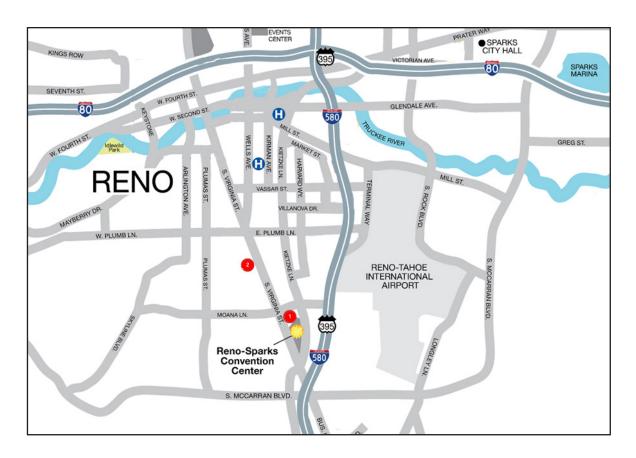
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E-mail:				
School/Company:				
Address:				<del></del> -
City: State			:	
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Phone: Fax:				
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Arrival Date:	Departure	Date:		
HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD
Atlantis Casino Resort Spa-Reno     Headquarters Hotel	\$163	\$163	\$163	\$163
2. Peppermill Resort Spa Casino	\$149	\$149	\$159	\$169
Please select hotel choices in order of	-			
lst	2nd			
Room Type Requested: $\ \square$ One Bed	☐ Two Bed	ls		
If requested hotels are unavailable, a res				
Please select criteria:		•		
List all room occupants (include your		i joinis de nee	ded, piedse iii	ake copies.
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☐ Check here if you require special serv	rices	□ Nonsmok	ing request	
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All reservation requests must be accompanied	by a valid cred	it card guarante		
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Type:   American Express   Dine				ard 🗖 Visa
Card number:		Exp. Date:	_ raster C	Jul G - 7130
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Name on credit card				
Cardholder's signature*				
*I hereby authorize Orchid.Events or any one c room deposit in accordance with the policies p				
In accordance with GDPR (General Da consenting to our use of the information y hotel room reservations.				
One night's check deposit enclosed and m	nade bavable	to Orchid.Even	ts. Mail housi	ng forms to Or

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



- 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