

NSTA Charlotte Area Conference

Official Housing Request Form

November 29–December 1, 2018, Charlotte, North Carolina

Deadline:

November 7, 2018

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning **May 23**.

• **Internet * Preferred**

For payments via credit card

www.nsta.org/charlotte

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/Charlotte

175 South West Temple, Suite 30

Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **November 7, 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 15.25% state and local 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 **November 7** and prior to 48 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 48 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. Hampton Inn Charlotte–Uptown	\$158	\$158	\$168	\$179
2. Hilton Charlotte Center City	\$190	\$190	\$190	\$190
3. Hilton Garden Inn Charlotte Uptown	\$168	\$168	\$179	\$189
4. Omni Charlotte Hotel	\$189	\$189	\$189	\$189
5. The Westin Charlotte (Headquarters Hotel)	\$207	\$207	\$207	\$207

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* _____

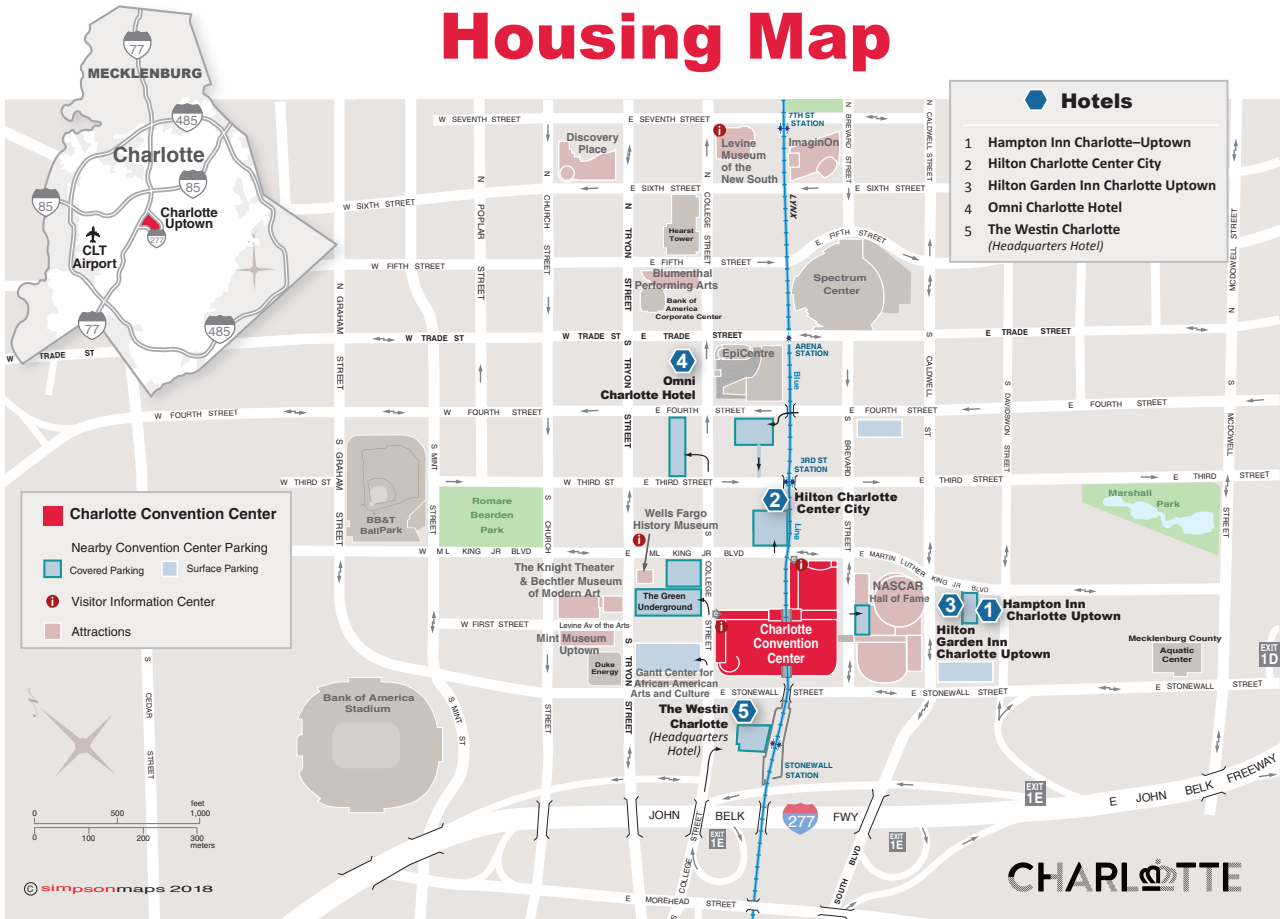
*I hereby authorize Orchid.Events or any one of the hotels to process a charge to my credit card for each room deposit in accordance with the policies provided herein no sooner than November 7, 2018

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/Charlotte, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by **October 24** to be accepted.

NSTA Charlotte Area Conference • Nov. 29–Dec. 1, 2018
Energize Science: Educate and Engage

Housing Map



1. Hampton Inn Charlotte–Uptown
 530 E. Martin Luther King Jr. Blvd.

2. Hilton Charlotte Center City
 222 E. 3rd St.

3. Hilton Garden Inn Charlotte Uptown
 508 E. Martin Luther King Jr. Blvd.

4. Omni Charlotte Hotel
 132 E. Trade St.

5. The Westin Charlotte (Headquarters Hotel)
 601 S. College St.

As all hotels are within walking distance to the convention center, shuttle service will not be provided.