



7th Annual STEM Forum & Expo
hosted by NSTA

**Deadline:
June 18, 2018**

Exhibitor Housing Request Form

July 11–13, 2018 Philadelphia, Pennsylvania

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning **October 16, 2017**

• **Internet * Preferred**

For payments via credit card

www.nsta.org/stemhousing

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/7th Annual STEM Forum & Expo

175 South West Temple, Suite 30

Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **June 18, 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 or confirmations 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 hotel rooms in Philadelphia are subject to sales and hotel room taxes (15.5%). 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.Events, 175 South West Temple, Suite 30, Salt Lake City, UT 84101.

CANCELLATION POLICY

Cancellations made after **June 18, 2018**, 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
Courtyard Philadelphia Downtown		\$199	\$199	\$199	\$199
Hilton Garden Inn Philadelphia Center City	standard	\$185	\$185	\$185	\$185
	Jr. suite	\$195	\$195	\$195	\$195
Home2 Suites by Hilton Philadelphia–Convention Center		\$199	\$199	\$199	\$199
Philadelphia Marriott Downtown (Headquarters Hotel)		\$209	\$209	\$209	\$209
Residence Inn Philadelphia Center City	*1 bed only	\$199	\$199		

Please select hotel choices in order of preference and enter their names 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 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.Events 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 June 18, 2018.

One night's check deposit enclosed and made payable to Orchid.Events. Mail housing forms to Orchid.Events–NSTA/7th Annual STEM Forum & Expo, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by **June 4, 2018**.

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* *Note: Registration for the STEM Forum & Expo will open in January.
Please check back at www.nsta.org/stemforum*



ATTRACTIONS

- A.** Independence Hall
Independence National Historic Park
- B.** Liberty Bell
6th Street & Market Street
- C.** National Constitution Center
525 Arch Street
- D.** Reading Terminal Market
51 N 12th Street

- 1. Courtyard Philadelphia Downtown
21 N. Juniper St.
- 2. Hilton Garden Inn Philadelphia Center City
1100 Arch St.
- 3. Home2 Suites by Hilton,
Philadelphia–Convention Center
1200 Arch St.

- 4. Philadelphia Marriott Downtown
(Headquarters)
120 Market St.
- 5. Residence Inn Philadelphia Center City
1 E. Penn Square

Shuttle service will not be provided as all hotels are within walking distance to the Convention Center.