



9th Annual STEM Forum & Expo
hosted by NSTA

Deadline:
June 19, 2020

Official Housing Request Form

July 22–24, 2020 Louisville, Kentucky

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning **October 15, 2019**

• **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/9th Annual STEM Forum & Expo
175 South West Temple, Suite 30
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **June 19, 2020**

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 are subject to a 16.07% room 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 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 19, 2020**, 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 date.

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
Galt House Hotel	\$189	\$189	\$189	\$189
Louisville Marriott Downtown (Headquarters Hotel)	\$212	\$212	\$222	\$232
Omni Louisville Hotel	\$215	\$215	\$235	\$255

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 hotels to process a charge to my credit card for each room deposit in accordance with the policies provided herein no sooner than June 19, 2020.

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/9th Annual STEM Forum & Expo, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by June 12, 2020.

9th Annual STEM Forum & Expo, hosted by NSTA

Louisville, Kentucky • July 22–24, 2020



As all hotels are within walking distance of the Kentucky International Convention Center, there is no shuttle service.

Galt House Hotel
140 N. 4th St.

Louisville Marriott Downtown
(Headquarters Hotel)
280 W. Jefferson St.

Omni Louisville Hotel
400 S. 2nd St.