

# EXHIBITOR HOUSING REQUEST

HOUSING OPENS: **SEPTEMBER 4, 2007**  
 DEADLINE: **DECEMBER 10, 2007**

- All exhibitor reservations must be pre-paid 100% and are non-refundable.
- **One form per room request.** Supplemental room list may be attached using same format as in Part III.
- All confirmations will be e-mailed to individual indicated in Part I if e-mail address is provided.
- A credit card guarantee is required to secure your reservation.
- **Do not send to NATPE Office.**  
*Send only once to avoid double booking.*

- **Online:** www.natpe.org
- **By Fax:** 1-888-273-5706 (Toll-Free Inside U.S., 8-5 EST)  
 1-703-631-6288 (International/Canada)
- **By Mail:** NATPE Housing Center  
 11208 Waples Mill Road, Suite 112  
 Fairfax, VA 22030
- **Telephone:** 1-888-273-5709 (Toll-Free Inside U.S., 8-5 EST)  
 1-703-654-6920 (International/Canada)

## PART I Please Print or Type

FIRST NAME		LAST NAME	
COMPANY NAME			
ADDRESS OR P.O. BOX NUMBER			
CITY	STATE	COUNTRY	ZIP
PHONE	FAX	EMAIL	
<input type="checkbox"/> Do you have a disability which may require special hotel services? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes," please attach a description.)			

## PART II Select THREE (3) hotels of your choice. Your request will not be processed without THREE (3) choices. (Please refer to hotel listing included in this packet)

1st CHOICE \_\_\_\_\_ 2nd CHOICE \_\_\_\_\_ 3rd CHOICE \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ NUMBER OF NIGHTS: \_\_\_\_\_

HOTEL CHOICE BASED ON:     RATE     LOCATION

- Non-Smoking Room     Smoking Room
- Special Needs (Attach a written description)
- Special Requests: \_\_\_\_\_

*IF REQUESTING A SLEEPING SUITE:*

Contact the NATPE Housing Center at natpehousing@jspargo.com who will forward your request to NATPE for approval.

## PART III This selection is for one room only. Duplicates or lists for additional rooms may be attached using this same format.

ADDITIONAL OCCUPANTS' NAME(S) (SHARING ROOM)

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

<input type="checkbox"/> SINGLE: 1 PERSON <input type="checkbox"/> DOUBLE: 2 PERSONS <input type="checkbox"/> TRIPLE: 3 PERSONS <input type="checkbox"/> QUADRUPLE: 4 PERSONS	SUITES: Each suite request requires approval from NATPE. Requests will be forwarded from the Housing Bureau for review.
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## PART IV Room Deposit. All exhibitor reservations must be pre-paid 100% and are non-refundable. Exhibitors will not be allocated more rooms than the total rooms "actually used" at the previous year's meeting. ALL EXHIBITORS ARE REQUIRED TO PRE-PAY 100% ON ALL RESERVATIONS. ALL ROOM BLOCKS WILL BE ON A NON-REFUNDABLE BASIS. Confirmation of your room block(s) will be sent. Credit cards must be valid through January 2008 to be considered a proper deposit. **No wires or cash will be accepted.**

**CREDIT CARD:**     American Express     MasterCard     VISA     Discover     Diners Club

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARDHOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_

# Las Vegas Hotels

HOTELS	ADDRESS	SINGLE RATE	FRI/SAT RATE
Excalibur*	3850 Las Vegas Blvd. South, Las Vegas, NV 89109	\$91	\$131
Luxor	3900 Las Vegas Blvd. South, Las Vegas, NV 89119	\$165	---
Mandalay Bay	3950 Las Vegas Blvd. South, Las Vegas, NV 89119	\$249	---
THEhotel	3980 Las Vegas Blvd. South, Las Vegas, NV 89119	\$324	---

- Room rates do not include 9% state and local tax. Some hotels may charge additional fees for rooms with more than two occupants. Additional charge for 3 or more individuals may apply. Early departure fees may also be enforced. Minimum stays may also be required.
- Shuttle service will not be provided.
- Credit cards will be held as a guarantee. Beginning December 16, hotels will CHARGE this card, the full amount of your stay. Credit cards must be valid through January 2008 to be considered a proper deposit. No wires, checks or cash will be accepted.

\*Rate at Excalibur is \$131 on nights of January 25 & 26.

## Housing Information & Procedures

### HOW TO MAKE A ROOM RESERVATION

- To process your reservation, a credit card guarantee is required. If credit card is invalid or declined reservation will be canceled by hotel.
- Requests received without a guarantee will not be processed.
- All reservations will be made on a first-come, first-served basis.
- All credit cards will be CHARGED 100% of room rental on or after December 16, 2007. Credit cards must be valid through January 2008.
- No reservations can be made directly through the hotels.
- Any questions regarding housing can be directed to the NATPE Housing Center as indicated on the form.
- Be sure to list three (3) hotels in order of preference. If your choices are not available, you will be assigned to an available hotel.
- Fill out one form per room. Individual occupants sharing a room should not send separate forms.

### HOUSING POLICIES

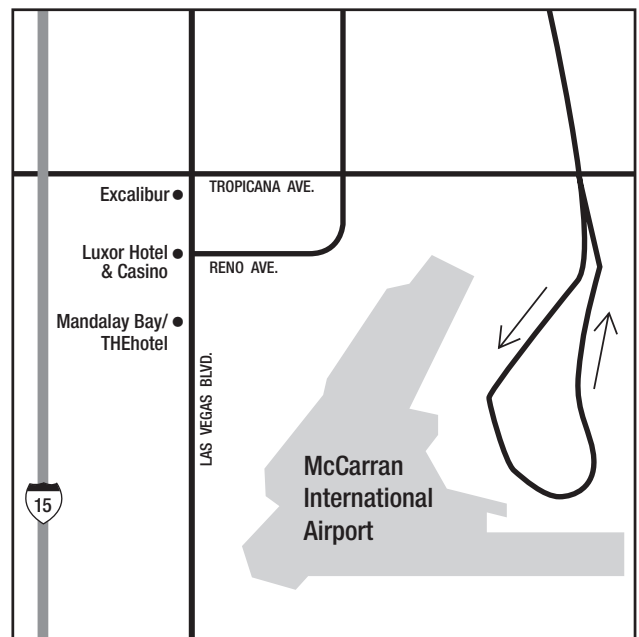
- All exhibitor reservations must be pre-paid 100% and are non-refundable.
- Suite requests must be approved by NATPE.
- Hospitality activities must not conflict with official conference activities.

### DEADLINES

- Deadline for reserving rooms through the Housing Center is **December 10, 2007**.
- After December 10, please call 888-273-5709 (U.S.), or 703-654-6920 (International/Canada) for housing assistance. Your confirmation will be sent to you from the Housing Center within one week. (If you have not received one in that time please call 888-273-5709.) This is the only confirmation you will receive.

### CHANGES/CANCELLATIONS

- After your room request is confirmed, any **changes** in arrival/departure dates or room occupants should be made directly with the Housing Center in writing at [natpehousing@jspargo.com](mailto:natpehousing@jspargo.com) or by calling 888-273-5709 (U.S.), or 703-654-6920 (International/Canada) before January 18, 2008. All changes in arrival/departure are subject to availability.
- **IMPORTANT:** Some hotels may charge for early departure and late checkouts.
- **Check your confirmation carefully for correct information.**



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- Any no show or cancellation is 100% NON-REFUNDABLE.