

HOUSING REQUEST

HOUSING OPENS: **SEPTEMBER 4, 2007**
 DEADLINE: **DECEMBER 21, 2007**

- Any no show or cancellation 72 hours before arrival date will be assessed one (1) night's room and tax.
- **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.
- **A credit card 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:** 1-703-631-6288
- **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. All information required.

Check here if your company will be exhibiting at NATPE 2008

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 (Please attach a written description)
- Special Requests: _____

IF REQUESTING A SUITE:

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

NATPE does not guarantee room type. Special requests will be confirmed by hotel upon check-in.

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)

- SINGLE: 1 PERSON
- DOUBLE: 2 PERSONS
- TRIPLE: 3 PERSONS
- QUADRUPLE: 4 PERSONS

SUITES: Each suite request requires approval from NATPE. Requests will be forwarded from the Housing Bureau for review.

PART IV Room Guarantee: Credit cards will be held as a guarantee for the reservation. Credit cards must be valid through January 2008 to be considered a proper guarantee. **No wires, checks or cash will be accepted.**

- American Express MasterCard VISA Discover Diners Club

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

CARDHOLDER _____ SIGNATURE _____

NOTE: Please re-check all items for correct information • For more information, visit: www.natpe.org

Las Vegas Hotels

HOTELS	ADDRESS	SINGLE RATE	FRI, 1/25 SAT, 1/26 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 (2) occupants. Additional charge for three (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. Credit cards must be valid through January 2008 to be considered a proper guarantee. No wires, checks or cash will be accepted.

* Rate at Excalibur is \$131 for January 25 and 26, \$181 for February 1.

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.
- Credit cards must be valid through January 2008.
- All reservations will be made on a first-come, first-served basis.
- 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

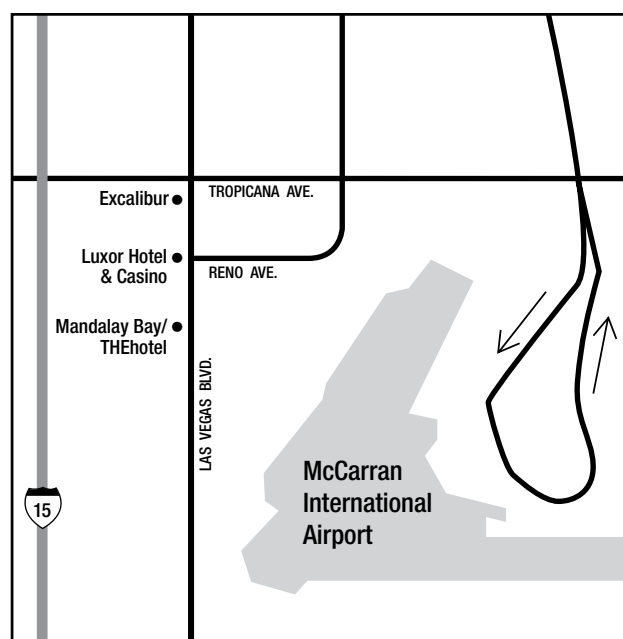
- Suite requests must be approved by NATPE.
- Hospitality activities must not conflict with official conference activities.

DEADLINES

- Deadline for reserving rooms through the NATPE Housing Center is **December 21, 2007**.
- After December 21, 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 NATPE 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 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.
- On or before January 18, 2008, you can cancel your reservation or make any changes to your housing arrangements by submitting a written request to the NATPE Housing Center.
- Any no show or cancellation made less than 72 hours before arrival date will be assessed one (1) night's room and tax.



- Written requests are acknowledged with a confirmation within five (5) business days. If you do not receive your confirmation, please call the NATPE Housing Center to verify that your request has been received.
- Please retain the cancellation confirmation from the NATPE Housing Center or the cancellation number provided to you by the hotel. This proof of cancellation will be required to resolve any credit card disputes.
- **Check your confirmation carefully for correct information.**