

**NCTM 2009 NASHVILLE REGIONAL CONFERENCE AND EXPOSITION  
EXHIBITOR GROUP HOUSING  
GENERAL INFORMATION:**

- Exhibitor room blocks will be assigned on a first come, first served basis, and are based on space availability.
- Rooming list must be furnished by **September 15, 2009**. After this date, any remaining rooms from your original block will be released without further notice. Additional requests will be subject to availability.
- All reservation requests must be received with a deposit. **This form will not be processed without a deposit. Credit cards will be charged first night's room and tax deposit after October 19, 2009.**
- A letter of confirmation will be sent to the group contact upon receipt of signed, completed form accompanied by deposit or credit card.
- **Should you need to adjust your hotel reservation, please contact the NCTM Housing Reservation Center no later than November 11, 2009. After this date, please contact the hotel directly to make adjustments to your room block reservations.**

**IMPORTANT**

**Block Attrition Policy:**

Until **September 15, 2009** the Group requesting the housing block may release up to 15% of the Total Room Nights booked without penalty. Please plan carefully when requesting your room block as you will be liable for unused rooms should NCTM fall into attrition. **This policy will be strictly enforced.**

Should the actual rooms utilized be less than 85% of the Total Room Nights booked **after September 15, 2009**, the Group agrees to pay NCTM for the number of Sleeping Rooms not utilized, up to 85% of the Total Room Nights booked.

*Example: The Group contracts for 100 room nights. Between the signing of this Agreement and the cut-off date, NCTM will allow the release of rooms without penalty up to 15% of the total room nights (i.e., 15 room nights).*

*Should the Group actually utilize 80 room nights, they would need to pay for the number of room nights not utilized up to 85% of the total room nights.*

*i.e.,       85 room nights - Guaranteed by Block  
          -80 room nights - Actually utilized by Block  
              5 room nights - Variance*

*5 room nights (x) cost of room, inclusive of tax and occupancy charges, is the additional dollar amount owed to NCTM.*

**Cancellation Policy:** All reservation changes or cancellations must be made in writing via:

- your unique website (login/password required)
- fax to (972) 349-7715
- e-mail: [nctmnashville@wyndhamjade.com](mailto:nctmnashville@wyndhamjade.com),
- or through the mail –  
                          NCTM Housing c/o Wyndham Jade,  
                          6400 International Pkwy, Suite 2500, Plano, TX 75093

On behalf of our company and in reference to our room block, I have read and agree to abide by the terms as stated in the above Block Attrition and Cancellation Policies and have the authority to sign:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_ (Organization or Company)



Please use this form to reserve 5 or more rooms

**COMPANY INFORMATION**

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

The contact listed above is the **ONLY** representative from your company authorized to request rooms or make changes. A request to change the contact name must be made in writing to NCTM Housing.

**Official Hotel for the NCTM Nashville Regional Conference is the RENAISSANCE NASHVILLE.**

**BLOCK PATTERN**

Please provide a night-by-night breakdown of your requested room block. Use the actual arrival and departure dates for your block. See the example for a block of 20 rooms.

Rooms Needed	Tue Nov 17	Wed Nov 18 Exhibit Hall Set Up	Thur Nov 19 Exhibit Hall Open	Fri Nov 20 Exhibit Hall Open	Sat Nov 21
<b>Example</b>	<b>2</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>5</b>
Single 1 person/1 bed					
Double 2 people/1 bed					
Double/Double 2 people/2 beds					
Triple 3 people/2 beds					
Quad 4 people/2 beds					
<b>TOTALS:</b>					

**SUITES**

Circle suite type needed:

Dates Needed: Arrival \_\_\_\_\_ Departure \_\_\_\_\_ One Bedroom Two Bedrooms

Will you use this suite for hospitality? NO YES If YES, how many people \_\_\_\_\_

**TOTAL ROOM NIGHTS:** \_\_\_\_\_ (Equals the total sum of all room and suite nights requested for all nights)

**PLEASE NOTE: The hotel requires a minimum first night's room and tax deposit. Your credit card will be charged October 19, 2009.**

Check Enclosed (US Funds Only): \$ \_\_\_\_\_ Make checks payable to Wyndham Jade/NCTM Housing

Circle Credit Card Used: American Express MasterCard Visa Diners Discover

Name on Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If occupants of rooms are known at this time please submit completed Exhibitor Rooming List along with this form. Send or fax forms to the address or number below. Please call the phone number below if you have any questions.

Send completed form to: NCTM Housing/Support Services, 6400 International Pkwy, Suite 2500, Plano, TX 75093

Phones: (800) 722-9798 or (972) 349-7898 Fax: (972) 349-7715

Email: [nctmNashville@wyndhamjade.com](mailto:nctmNashville@wyndhamjade.com)