

**NCTM 2010 EXHIBITOR GROUP HOUSING
GENERAL INFORMATION:**

- Exhibitors requesting 10 or more rooms must use this special block form and adhere to an early deadline date of Wednesday, February 3, 2010. Block reservations will not be accepted without this form.
- A maximum increase of 20% over 2009 pickup history will be allowed for 2010 block requests unless special circumstances have been communicated to NCTM and approved. Please provide a night-by-night breakdown of your requested room block. Use actual arrival and departure dates for your block. See the example for a block of 30 rooms.
- Housing will open on Wednesday, November 4, 2009. Exhibitor room blocks will be assigned on a first come, first served basis, based on space availability.
- Rooming list must be furnished by Wednesday, February 3, 2010. After this date, any remaining rooms from your original block will be released without further notice. Additional requests will be subject to availability.
- All hotel reservations must be guaranteed. You may guarantee your reservation with a major credit card, or you may send in a check made payable to NCTM Annual 2010 Housing covering the hotel's first night room and tax. Credit cards used for guarantee will be charged at Names Due after Wednesday, February 3, 2010. No reservations will be taken without a guarantee.
- A letter of confirmation will be sent to the group contact upon receipt of signed, completed form accompanied by deposit or credit card.

IMPORTANT

Block Attrition Policy:

Until Wednesday, February 3, 2010 the Group requesting the housing block may release up to 15% of the Total Room Nights booked without penalty. Please plan carefully as you will be liable for unused rooms should NCTM fall into attrition. *This policy will be strictly enforced.*

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).

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

Block Cancellation Policy:

All block cancellations must be made in writing and sent via:

- Mail: NCTM Housing/Support Services
 6400 International Pkwy
 Suite 2500
 Plano, TX 75093
- Fax: (972) 349-7715
- Email: nctm@wyndhamjade.com

The deadline to release up to 15% (as specified above) is Wednesday, February 3, 2010. After this date, group is responsible for 85% of the total room nights should NCTM fall into attrition.

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 10 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.

HOTEL PREFERENCES: Every effort will be made to place you at one of your preferred hotels. If none are available, NCTM Housing will place you in a comparable hotel.

1) _____ 2) _____
 3) _____ 4) _____

Smoking Non-Smoking - **NOTE: Because there are a large number of nonsmokers in this group, it is not possible to guarantee that each hotel will be able to accommodate every request for a non-smoking room.**

BLOCK PATTERN

Please provide a night-by-night breakdown of your requested room block. Use the actual arrival and departure dates for your block. Only an increase of 20% over 2009 pickup history will be allowed unless a special request has been communicated to NCTM and approved.

Rooms Needed	Sun April 18	Mon April 19	Tue April 20 Exhibit Hall Setup	Wed April 21 Exhibit Hall Setup	Thur April 22 Exhibit Hall Open	Fri April 23 Exhibit Hall Open	Sat April 24 Exhibit Hall Open	Sun April 25
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								
TOTALS:								

SUITES

Dates Needed: Arrival _____ Departure _____
 Will you use this suite for hospitality? NO YES If YES, how many people _____

Circle suite type needed:

One Bedroom Two Bedrooms

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

All hotel reservations must be guaranteed. No reservations will be taken without a guarantee. You may guarantee your reservation with a major credit card, or you may send in a check made payable to NCTM Annual 2010 Housing covering the hotel's first night room and tax. Credit cards used for guarantee will be charged after Names Due, Wednesday, February 3, 2010.

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: _____

Please call the phone number below if you have any questions. Send completed form to: NCTM Housing/Support Services, 6400 International Parkway, Suite 2500, Plano, TX 75093. Phones: (888) 747-8708 (US/Canada) or (972) 349-5808 International, Fax: (972) 349-7715
Email: nctm@wyndhamjade.com