

# EXHIBITORS: USE THIS FORM TO ORDER LESS THAN 10 ROOMS

## HOTEL REQUEST FORM

### NCTM 2010 Annual Meeting and Exposition

San Diego, CA • April 21–24, 2010

**Deadline**  
**March 24, 2010**

#### Contact NCTM Housing Reservation Center

**Online:** www.wynjade.com/nctm10/exhibitors  
**Telephone:** (888) 747-8708 (US/Canada)  
(972) 349-5808 (International)  
**7:00 a.m.–7:00 p.m., central time**  
**Monday–Friday**

**Mail:**  
NCTM Annual Housing  
6400 International Parkway,  
Suite 2500  
Plano, TX 75093

**Fax:**  
(972) 349-7715

### Hotels

List three hotels in order of preference (refer to hotel listing on page 10).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If none of your hotel choices are available at the time of booking, NCTM housing will place you in the next comparable property.

### Room Information

List names of all persons to occupy room. (Please print)

Please note that this is for one room only. If you need additional rooms, please submit a photocopy.

- Single (1 person/1 bed)       Double (2 people/1 bed)  
 Triple (3 people/2 beds)       Quad (4 people/2 beds)

1. \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_
2. \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_
3. \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_
4. \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

(Information on suites and blocks of sleeping rooms is available from NCTM Housing. Please call NCTM Housing for details.)

- Smoking       Nonsmoking

**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 nonsmoking room.

-   I am in need of an ADA accessible room. I may need special assistance from the hotel in the event of an emergency.

Comments: \_\_\_\_\_

### Payment and Cancellation Information

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 by the hotel after March 24, 2010. Purchase Orders will not be accepted. If you do not check in on your scheduled arrival date, your credit card will be charged, any deposit will be forfeited by the hotel for a no-show fee. Your reservation will then be canceled and rooms will be on a first come, first serve basis. Please check your confirmation for your hotel's individual cancellation policy. Should you need to adjust your reservation, please contact the NCTM housing reservation center no later than April 8th, 5pm CST. If you have a last minute change after this date, you will need to call the hotel directly.

- Check enclosed for \$ \_\_\_\_\_ as a deposit for the first night's lodging (including tax). Make all checks payable to NCTM Annual 2010.

#### Credit Card Information

- MC       VISA       AMEX

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name \_\_\_\_\_

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

#### Send Reservation Acknowledgment to (please print)

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip + 4/PC \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_