

GUEST INFORMATION

Use one form for each room requested – make copies as needed.

Instructions

Reservation requests can be submitted via ONE of the following methods:

INTERNET: Visit the NCCE web site at www.ncce.org and reserve on-line.

FAX: 503-275-9782

MAIL: NCCE – POVA Housing
1000 SW Broadway, Suite 2300
Portland, OR 97205

QUESTIONS ONLY: Send an e-mail to: housing@pova.com, or call the Housing Manager (phone reservations will not be accepted): 503-275-9783.

Acknowledgements

The Housing Bureau automatically sends acknowledgements once the request has been processed. You will not receive a confirmation from the hotel. Acknowledgements are sent via e-mail (immediately after being processed), fax or mail (allow up to 10 business days for delivery). Please review all information for accuracy. If you do not receive your acknowledgement within 15 business days, please contact the Housing Bureau.

Rates/Taxes & Special Requests

To take advantage of the special convention rates, please book your reservation by **Monday, January 9, 2006**. After that date, room blocks will be released and hotels may charge higher rates.

All rates are per room and do not include 12.5% occupancy tax (subject to change).

Special requests cannot be guaranteed; however, the hotel will do their best to honor all requests. The hotel will assign specific room types upon check-in, based on availability.

Changes & Cancellations

Before **Thursday, February 2, 2006:** Changes to name, stay dates, address, or special requests can be made on-line at www.ncce.org - OR - contact the NCCE Housing Bureau to modify or cancel your reservation.

After **February 2, 2006:** All changes and cancellations must be made directly with the assigned hotel. **Do not contact the hotel directly until after February 2, 2006.**

Arrival Date _____ **Departure Date** _____

First Name: _____ M.I. _____ Last Name: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

* If providing international telephone numbers, please include country and city access numbers

Company: _____

Address: _____

Address 2: _____


City/State/Province: _____

Zip/Postal Code, Country: _____

HOTEL and ROOM INFORMATION

Circle # of beds requested: 1 2 Due to limited availability, select 2 beds only if necessary.

List all room occupants: _____ Circle # of occupants: 1 2 3 4

 Check here if you have a disability requiring special services. Non smoking request

Special requests: _____

GUARANTEE INFORMATION

All reservation requests must include guarantee information. Requests received without proper guarantee information will NOT be processed. The preferred and easiest method of guarantee is with a credit card (valid at least through the dates of the convention). If you do not have a credit card to use for guarantee, check deposits in the amount of at least \$110.25 (per room requested) will be accepted via mail only. This deposit will be applied toward your hotel room(s). **Although Purchase Orders WILL NOT be accepted for reservation guarantee**, alternate payment options (i.e. other than credit card or check deposits) may be set up directly with the assigned hotel.

American Express Discover Diner's Club

MasterCard Visa

Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

Cardholder's Signature* _____

** Necessary to process reservation*

Check deposit enclosed in the amount of \$110.25 (per room requested) made payable to: "POVA Housing." Refunds for cancelled reservations that are guaranteed with a check deposit will be mailed within 10 business days upon receipt of written notification, less any cancellation fees (if applicable).

Mail check deposit along with the completed housing form(s) to: NCCE – POVA Housing, 1000 SW Broadway, Suite 2300, Portland, OR 97205

Do not mail housing forms that were previously sent via FAX or that were made online.