

# Hotel Reservation Form

## Guest Information

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_  
First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_  
*(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)*  
Company/Institution (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City/State/Province \_\_\_\_\_  
Zip/Postal Code, Country \_\_\_\_\_

## Hotel Selection

Hotel	Preference*	Single	Double	Junior Suite
Hilton Garden Inn	_____	\$145	\$145	\$165
Loews Philadelphia	_____	\$164	\$164	-
Philadelphia Marriott	_____	\$193	\$193	-
Sheraton Philadelphia City Center**	_____	\$152	\$152	-

\*Please number hotels in order of preference (1st, 2nd, 3rd, etc.) above.

\*\* Formerly the Wyndham Franklin Plaza

Room Type Requested: \_\_\_\_\_ One Bed \_\_\_\_\_ Two Beds

Submit only one room request per form. Should additional forms be needed, please make copies. If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria.

Comparable room rate  Proximity to conference site

List all room occupants:

\_\_\_\_\_  
\_\_\_\_\_

## Disability and Requests

Audio  Visual  Mobility  Non-Smoking Request

Other Special Requests \_\_\_\_\_

## Deposit Information

All reservations requests must be accompanied by a credit card guarantee or check for one night's room and tax. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. To be valid, the card expiration date must be after the date of the NAMB meeting (June 2005.) Check deposits must be mailed with a completed housing form.

Visa  MasterCard  American Express  Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

Check deposit for one night's room and tax enclosed and made payable to NAMB Housing Bureau.

Mail housing forms to:

**NAMB Housing Bureau, Welcome Philadelphia Reservation Office, 108 Wilmot Road, Suite 400, Deerfield,  
IL 60015-5124**

## INSTRUCTIONS

Hotel reservations can be made in one of the following ways:

**INTERNET:** www.namb.org

**TELEPHONE:**

Tollfree (US): 800-650-6835

International: 847-282-2515

**FAX:** Toll Free (US): 800-521-6017

International: 847-940-2386

**MAIL:** NAMB Housing

Welcome Philadelphia Reservation

Office, 108 Wilmot Road, Suite 400,

Deerfield, IL, 60015-5124

**DEADLINE:** Reservation must be made by phone, fax, mail or internet by May 26, 2006 in order to guarantee the convention rates

**CONFIRMATIONS:** The NAMB

Housing Bureau will send a

confirmation of your reservation

within one week. Please review all

information for accuracy. Email

confirmations will be sent if an email

address is provided and is the

preferred confirmation method.

Confirmations can be faxed or mailed.

If you do not receive a confirmation or

have questions, please call the NAMB

Housing Bureau. You will not receive a

confirmation from the hotel.

**TAX RATE and REQUESTS:** All

rates are per room and are subject to

14% tax (subject to change.) Special

requests cannot be guaranteed,

however hotels will do their best to

honor all requests. Hotels will assign

specific rooms upon check-in, based

on availability.

**ROOM DEPOSIT REQUIRED TO**

**SECURE RESERVATION:**

Reservations will not be accepted

without a credit card to use as

guarantee for each room reserved.

The credit card needs to include the

expiration date which must be valid

beyond the date of the NAMB meeting

(June 2006). The credit card will be

sent to the hotel with the rooming list

where, upon receipt, it will be charged

a one night's room and tax deposit.

This deposit will be placed on your

folio as a credit. If the charge to the

credit card is denied, we reserve the

right to release your reservation, but

you will be notified and asked for a

different credit card.

**CANCELLATION POLICY:**

Cancellations made on or before April

21, 2006 in writing to the NAMB

Housing Bureau: No charge will be

assessed. Room deposits made by

check will be refunded one week after

the convention.

Cancellations made after Friday, April

21, 2006 in writing to the NAMB

Housing Bureau: The housing bureau

will charge your credit card for one

night's room and tax and this amount

will be forfeited.

Cancellations made after June 1, 2006

directly to the hotel: An amount equal

to one night's room and tax will be

charged by the hotel and forfeited. If

you fail to arrive on the day of your

hotel reservation (no-show), your

deposit will be forfeited and your full

reservation will be cancelled.



Visit [www.namb.org](http://www.namb.org) for more information