

## HOTEL INFORMATION

Special convention rates have been confirmed by the hotel. To view rates, rooms and make reservations, go to [www.namb.org/nambsoutheast](http://www.namb.org/nambsoutheast) and link to the online reservation system. If you are unable to make your reservation online, complete the Housing Reservation Form and fax to 504-584-3979. Please note: We ask that you make your reservations at the NAMB conference hotel listed. This hotel has been contracted to provide the best rates and services to NAMB conference attendees. In order to guarantee the room rates, NAMB has contractual obligations at this hotel. If you make reservations outside of the NAMB block, NAMB falls short of its obligations and is responsible for paying lost income to the hotel, which in turn means less activities and benefits for NAMB members.

### HEADQUARTERS' HOTEL

#### Hilton New Orleans Riverside

Two Poydras Street, New Orleans, LA 70140 • 504-561-0500

#### Room Rates:

Standard room - King or 2 Doubles, \$139

Executive level room - King or 2 Doubles, \$179 (Limited rooms are available at this rate.)

**Hotel Reservations can be made in the following ways:** (All reservation requests will be made through the hotel.)

ONLINE [www.namb.org/nambsoutheast](http://www.namb.org/nambsoutheast) • TELEPHONE 1-800-HILTONS/ 504-561-0500 • FAX 504-584-3979 • MAIL Hilton New Orleans Riverside

**RESERVATION DEADLINE:** Reservations must be made online, by phone, by fax or mail by July 25, 2008 in order to guarantee the convention rates.

### ATTENDEE HOUSING FORM & GENERAL INFORMATION

All reservation requests will be made through the Hotel.

**DEADLINE: Friday, July 25, 2008.**

**CONFIRMATIONS:** The Hotel will send an email confirmation of your reservation within one week of receipt. Please review all information for accuracy. Email confirmations will be sent if an email address is provided and is the preferred method of confirmation. If you do not receive a confirmation or have questions, please contact the Hotel directly at 504-561-0500.

**REQUESTS:** Special requests cannot be guaranteed, however the Hotel will do their best to honor all requests. The Hotel will assign specific rooms upon check-in, based on availability.

**EARLY DEPARTURES:** At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early a departure fee of \$75 will be charged.

**ROOM DEPOSIT (REQUIRED TO HOLD RESERVATION):** Reservations will not be accepted without a check or credit card to use as guarantee for each room reserved.

The credit card must include expiration date which must be valid beyond the dates of the NAMB/SOUTHEAST (August 2008). The credit card will be charged one night's room and tax as a deposit. If the charge to the credit card is denied, we reserve the right to release your reservation. If your reservation is released, you will be notified and asked for another method of payment.

**CANCELLATION POLICY:** Cancellations must be made 72 hours prior to arrival date in order to receive a refund of your one nights' deposit. If you fail to arrive on the day of your hotel reservation (no-show), your deposit will be forfeited and your full reservation cancelled. The hotel reserves the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

### RESERVATION INFORMATION

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

Hotel Room Type Requested:

\_\_\_\_ King Standard \$139      \_\_\_\_ 2 Doubles Standard \$139

\_\_\_\_ King Executive level \$179      \_\_\_\_ 2 Doubles Executive level \$179

Rates published are for single/double occupancy. An extra person charge per person of \$30 will apply for 3 or more guests sharing the same guestroom. There is a 13% per room per night tax plus \$3 USD per room per night secondary tax.

*Requests will be processed on a first-come, first-served basis. If all your choices are unavailable, you will be placed in the next available choice that meets your requirements. A limited number of rooms for guests with special needs, in accordance with ADA, are available. Please contact the hotel reservations department to confirm your arrangements.*

Disability and requests:  Audio  Visual  Mobility  Non-Smoking  Other \_\_\_\_\_ Requests are not guaranteed.

### DELEGATE INFORMATION

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Company/Institution (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

International prefix and area code, if necessary: \_\_\_\_\_

Additional Guests in Room:

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

Credit Cards:  Visa  MasterCard  American Express  Discover      Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

*By signing I authorize my credit card to be charged in compliance with the above referenced cancellation policies should I cancel my reservation.*

Checks: Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

**Make checks payable to: Hilton New Orleans Riverside • Two Poydras Street • New Orleans, LA 70140**