



PEI Convention at the 2017 NACS Show Housing Reservation Request Form

Company Name _____

Group Contact Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

PEI CONVENTION HOTELS	Single/Double/Triple/Quad	Rewards Program
Chicago Marriott Downtown Magnificent Mile	\$285/\$285/\$305/\$325	Marriott Rewards
Palmer House Hilton	\$281/\$281/\$306/\$331	Hilton Honors
Hyatt Regency McCormick Place PEI HEADQUARTER HOTEL	\$309/\$309/\$334/\$359	WORLD O F Hyatt
W Chicago Lakeshore	\$299/\$299/\$329/\$359	Starwood Preferred Guest

Notes: Rates shown do not include 17.4% State Tax (subject to change). In addition to these hotels, you have access to all NACS Show convention hotels. To book any hotel other than the four listed above, please call NACS Housing and identify yourself as a PEI member.

Hotel Preferences

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Room Type	Sat. Oct. 14	Sun. Oct. 15	Mon. Oct. 16	Tues. Oct. 17	Wed. Oct. 18 EXPO	Thurs. Oct. 19 EXPO	Fri. Oct. 20 EXPO	Sat. Oct. 21
Single (1 Bed)								
Double (2 Beds)								

All requests will be assigned on a first-come, first-serve basis. Please note, room type is by request and based on availability.

Please refer to the hotel descriptions at www.nacsshow.com for detailed information. If none of your selections are available, would you prefer an option based on: ☐ Rate ☐ Location

PAYMENT INFORMATION

Reservation(s) must be guaranteed with a credit card or check in the amount equaling a deposit for one night's room and tax for each room reserved in order to be processed. If you prefer to send a check, you must also include a credit card to guarantee the rooms until your check is received by NACS Housing. Please note that checks must be received by 5:00 pm Eastern Time, August 18, 2017. For any rooms canceled after September 15, 2017, your card will be charged a one-night room and tax penalty by Connections Housing on behalf of NACS. Please note that your hotel reserves the right to charge this card a deposit for one night's room and tax for each active room reservation. This card must be valid through October 2017.

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover


Credit Card No. _____

Cardholder's Name: _____

Exp Date: _____ Total Amount: _____

Cardholder's Signature _____

☐ I will pay for deposit by check. I understand my credit card will be used to guarantee the room(s), one night's room and tax only, until check has been received by NACS Housing.

 ☐ Special Assistance: Please check here if you would like us to contact you regarding special assistance.

To submit form:

All forms must be submitted via secure fax to 678-228-1920.

NACS/Connections Housing
950 Scales Road, Building 200
Suwanee, GA 30024

PHONE: 866-983-6227 or 404-842-0000 FAX: 678-228-1920

EMAIL: NACSHousing@connectionshousing.com

NACS SHOW GROUP HOUSING GUIDELINES & INSTRUCTIONS

General Information

To reserve a block of rooms, please complete the Group Housing Form and return to NACS Housing, via secure Fax, as soon as possible. Refer to the Hotel Map and Descriptions for detailed information and indicate your preference(s) on the Group Housing Form. Group room blocks will be assigned on a first-come, first-served basis pending availability at the time your request is received by NACS Housing. If your hotel choice(s) are sold out, a NACS Housing representative will notify you. Hotel reservations will be managed by Connections Housing, the official NACS housing agency.

Deposits

Reservation(s) must be guaranteed with a credit card or check in the amount equaling a deposit for one night's room and tax, for each room reserved, in order to be processed. Credit cards must be valid through October 2017.

If you prefer to send a check, you must also include a credit card to guarantee the room(s) until your check is received by NACS Housing. Please note that all checks must be received by 5:00 pm Eastern Time, August 18, 2017.

Methods of Payment

The following credit cards are accepted by the NACS hotels: Visa, MasterCard, American Express, Discover.

Confirmation of Hotel Rooms

A confirmation email and room block summary will be sent to the group contact upon processing the Group Housing Form. Upon request, Connections Housing will provide a Rooming List Template and instructions on how to provide individual names and dates by the rooming list deadline. Your individual names for your room block are due on, or before, August 18, 2017.

Name/Date Changes

Once you receive the individual acknowledgments for your reservations, you can access our secured website 24/7 to make name or date changes, as well as cancellations. Each acknowledgement will include a link back into the reservation system where you may change or cancel an existing reservation. This is the quickest way to manage your changes and block of rooms and we hope you'll find the process to be simple and efficient. However, if you prefer, you can submit name and/or date changes in writing to NACShousing@connectionshousing.com.

You may also use the Rooming List Template that is sent to you upon request. Simply indicate in the "Change Explanation" column what you would like to change about each reservation using the format below as a guide:

Example: If the dates for Sue Thomas are currently 10/19-10/21 but they should be 10/18-10/21, please write in the Change Explanation column of Sue's row: "change dates to 10/18-10/21". Or if the room for John Smith has now been assigned to Tom Martin, please write in the Change Explanation column of John's row: "change name from John Smith to Tom Martin."

Keep in mind, date changes are based on availability. You will be contacted by a NACS Housing representative if your revised dates are not available to discuss other options.

All forms must be submitted via secure Fax to 678-228-1920.

Please Note: Forms submitted via email and mail will not be accepted.