



# HOUSING RESERVATION FORM

Fall Leadership Conference · October 14-16, 2010 · Orlando, FL

Travelennium: 800-807-0761

Register online at [www.travelennium.com/nsa.htm](http://www.travelennium.com/nsa.htm)  
or fax this form to 866-248-9596.

Travelennium's Reservation/Change Deadline: 9/8/2010  
Travelennium's Cancellation Deadline: 9/3/2010

## 1. GUEST INFORMATION

Club Member status at the Phoenix 2010 Conference (circle if applicable): 24 39 100  
Club Members will receive priority if submitted by 5/17/2010.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Please send my hotel confirmation via:  Email  Fax (Confirmations will be sent on or before 7/1/2010)

## 2. ARRIVAL & DEPARTURE DATE

Please (X) your arrival and departure day below.

	MON 10/11	TUES 10/12	WED 10/13	THURS 10/14	FRI 10/15	SAT 10/16	SUN 10/17	MON 10/18
ARRIVE (X)								
DEPART (X)								

## 3. ROOM TYPE

Number of beds requested (please circle): 1 2 No preference

Smoking  Non-smoking (not guaranteed; based on availability upon check-in)

Disability requiring special services (list requirements): \_\_\_\_\_

Special Requests: \_\_\_\_\_

## 4. ROOM TYPE SELECTION

### Gaylord Palms Hotel & Convention Center

Non-Atrium View - \$174 for 1-4 guests (does NOT include \$15/day resort fee): Oversized themed guest rooms to mirror the ambience of a private residence. Each elegantly appointed guest room includes elevated beds with headboards, ceiling fans, refrigerators, irons and ironing boards, in-room coffee makers, hair dryers, doorbells, high speed internet access, in-room safe, bottled water and orange juice daily.

Atrium View with Balcony - \$194 for 1-4 guests (does NOT include \$15/day resort fee): Oversized themed guest rooms to mirror the ambience of a private residence with French-doored terraces overlooking the lush tropical gardens and water in our 4-1/2 acre signature Grand Atrium. Each elegantly appointed guest room contains all of the splendor and amenities of the non-atrium view rooms. Bathrooms offer Saltillo tile floors, double granite topped sinks, 100% Egyptian cotton rugs, full length and magnifying makeup mirrors

## 5. METHOD OF PAYMENT

This card will be used to process any deposit or cancellation fees (see #6 at right for details).

Credit Card Type (circle one): VISA MC AMEX DISCOVER

CC #:     -     -     -

Exp. Date: \_\_\_\_ / \_\_\_\_ (Expiration date must be valid through 11/2010)

## SIGNATURE (REQUIRED TO PROCESS)

Before signing, please read the Reservation and Cancellation policies at right and initial gray boxes.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

By signing this form, I acknowledge that I have read and agree to the terms listed on this form. I also agree that the credit card provided is valid and I authorize this card to be used for any non-refundable deposits and cancellation fees that are applicable to me, based on the policies stated on this form.

## 6. RESERVATION & CANCELLATION

Initial gray boxes below.

• NSA asks that you only make reservations after you have confirmed your travel plans. This will allow us to better accommodate those who have committed to attending the conference, and will prevent any unnecessary cancellation fees.

• Prior to any reservation being processed, any outstanding fees or non-refundable deposits from previous conference hotel reservations due to cancellations or declined credit cards must first be paid.

• One reservation per person/couple. Reservations are processed in order of receipt and are fulfilled on a space available basis (based on your requested arrive/depart dates and room type). All reservations, changes, and cancellations must be in writing to Travelennium.

A non-refundable deposit of one night room and tax will be charged by the hotel for all reservations approximately 3-4 weeks prior to the conference, using the credit card provided. Reservations containing an invalid or declined credit card will be cancelled but you will still be responsible for that room night before you can make a reservation for the next conference.

Reservations may not be transferred to another person until after 10/1/2010, and must be done directly with the hotel, not Travelennium.

### IMPORTANT DATES TO REMEMBER

**4/22-9/8/2010:** All hotel reservations/changes can be made in writing to Travelennium based on availability.

**8/16/2010:** Any reservations canceled before this date will incur a \$50 cancellation fee.

I understand that I will be charged a \$50 cancellation fee for ANY reservation cancelled between 4/22-8/16/2010.

**9/3/2010:** This is the last date to cancel your reservation through Travelennium.

I understand that I will be charged a \$100 cancellation fee for ANY reservation canceled between 8/17-9/3/2010.

**9/10/2010:** Rooming lists will be submitted to the hotels. A nonrefundable deposit of one night room and tax will be charged by the hotel after this time, using the credit card provided above. New reservations must be made directly with the hotel after this date, and will be accepted on a space available basis at the hotel's prevailing rates. NO changes between 9/8/2010 and 9/30/2010, as hotels are inputting rooming lists.

I understand that I will be charged one night room and tax, which is non-refundable for any reservations canceled after 9/3/2010.

**10/1/2010:** First date the hotel will accept changes to your reservation. This includes name changes. Your non-refundable deposit will be applied to the transferred reservation. You will be responsible for collecting any transferred deposits from the person to whom you are transferring the reservation to.

**72 hours prior to arrival or early departures:** Cancellations of any room nights made less than 72 hours prior to arrival date will incur an additional charge of one night room & tax per room night cancelled (please note that this includes early departures and noshows).