

BUILDING BRIDGES

SAN FRANCISCO | JULY 24-27, 2010



Fax completed form by June 30, 2010 to 514.228.3200

Registration Confirmation Number _____
 You must register for the annual meeting prior to booking your hotel reservations.

Registrant Information

LAST NAME _____

FIRST NAME _____

INSTITUTION/COMPANY _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____ COUNTRY _____

PHONE _____ FAX _____

E-MAIL _____

ADDITIONAL E-MAIL _____

Billing Address (if different from above)

LAST NAME _____

FIRST NAME _____

INSTITUTION/COMPANY _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____ COUNTRY _____

Name(s) of Additional Guest(s) in Room

1. _____

2. _____

3. _____

General Information/Cancellations

Reservations are processed on a first-come, first-served basis.

A credit card is required to process your reservation. Your credit card is required as a guarantee and may be charged one night stay in advance of your arrival. Your credit card will be charged if you cancel after the cancellation deadline (see cancellation policy) or if you fail to show up on your expected arrival date. Should you wish to pay by check, please plan to hand-carry the check to the hotel and provide it at check-in. Do not send any check deposits to Laser Registration or the hotel prior to arrival.

If you are sharing a room, send ONLY ONE FORM with the earliest arrival date, with names of those sharing your room, including children.

All changes and cancellations must be in writing (email, fax, or letter) to the Housing Bureau no later than June 30, 2010. Changes after July 1, 2010 should be made directly with the hotels and will be made on a space-available basis. You can make changes via fax at 514.228.3200 or email at nacubo@laser-registration.com.

Cancellation Policy: All reservation cancellations will be charged a \$75 cancellation fee per cancellation. Any cancellations within 72 hours of arrival are subject to one night's room and tax and cancellation of the room for the remainder of the stay.

NACUBO is not responsible for no-shows or early departure fees charged by the hotel or rooms resold due to non-arrival. Your specific reservation is being held for you in the inventory of rooms the hotel blocked for this meeting. NACUBO takes no responsibility should a room type not be available at check-in.

All room rates are subject to a 14% sales tax. Some hotels may also attach additional surcharges. Please verify these charges directly with the hotel after July 1, 2010. All hotels require a credit card or an approximate amount of cash for incidentals for the entire stay upon check-in.

A portion of the room rate is used to offset the expense of housing services.

Acknowledgements

Acknowledgements will be sent after each reservation booking, modification, and/or cancellation. Review acknowledgements carefully for accuracy.

If you do not receive an acknowledgement within 3 days after any transaction, please call or email Laser Registration at 888.695.5496 or nacubo@laser-registration.com.

Hotel Request

***Please Note: A credit card is required to process your reservation.**

Hotel Requested Indicate choice in order of preference.

_____ San Francisco Marriott Marquis • 55 4th Street
 \$230 Single/Double

_____ Grand Hyatt San Francisco • 345 Stockton Street
 \$210 Single/Double

Requests will be processed on a first-come, first-served basis.

Arrival Date _____ Departure Date _____

Room Request

Type of Room

1 bed/1 person 1 bed/2 people 2 beds/2 people

2 beds/3 people 2 beds/4 people

For suite requests, please contact the Housing Bureau in writing at nacubo@laser-registration.com.

Special Request

Handicapped (ADA)

Other _____

Guarantee Method

I understand that a credit card is required as a guarantee and may be charged one night stay in advance of my arrival.

American Express VISA MasterCard

Credit Card Number _____

Expiration Date _____

Name of Cardholder _____

Signature _____

Your payment acknowledges that you understand and agree with the cancellation policy.

DEADLINE Fax forms requesting new reservations must be received by Laser Registration no later than June 30, 2010.