

Colorado Convention Center February 3 - 6, 2010

HOTEL RESERVATION FORM National Association for Bilingual Education (NABE)

Reservations must be booked online or received by the NABE Housing Bureau by January 11, 2010. Submit one room request per form, make additional copies if needed. Reservation will not be processed if form is incomplete.
FAXING: Acknowledgements are emailed or faxed to the email or fax number furnished below.

Housing Questions or Changes ONLY. You cannot call to book the hotel.
Call (303) 892-1112 ext. 601 M-F 9 a.m. – 4:45 p.m. MTN time excluding holidays
Email: housing@visitdenver.com- please provide convention name and acknowledgment number

For best availability of the headquarter hotel, Hyatt Regency which is located right across from the convention center, please make your reservation early by downloading the form from the NABE website and fax the request. Mail in request will take longer to process.

Internet Reservation:
www.nabe.org to down load form
fax reservations to (303) 571-9435

Mailed Reservations:
NABE Housing Bureau Denver 1555 California Street,
Suite 300, Denver, CO 80202

Acknowledgements
NABE Housing Bureau will send you an acknowledgement of your reservation via email or fax only within 3-5 days of receipt of the form. **Please review all information for accuracy.** Email acknowledgement numbers will be sent as soon as reservation is processed.

Room Rates/Taxes/Deadline
To take advantage of the special NABE rates, please book your reservation **on line**. Once housing closes, NABE room blocks will be released and hotels may charge higher rates. All rates are per room and are subject to 14.85% tax (subject to change). Each hotel has different policies in regards to tax exemption. After you received your assigned hotel, please contact the hotel directly for forms and procedures to request tax exemption. This procedure must be completed and approved by your hotel **PRIOR** to check-in.

Guarantee/Deposit
A valid credit card number is required to guarantee your reservation. **If you do not provide a credit card number**, you must submit a check in the amount of one night's stay plus tax upon receipt of your hotel acknowledgement. **Make sure check is payable to your assigned hotel and mail it** with a copy of your acknowledgement TO THE HOTEL DIRECTLY. **Do not send checks to the NABE Housing Bureau.** If you do not provide a credit card or send a check to the hotel, your reservation will be cancelled.

Changes/Cancellations
Continue to use NABE Housing Bureau for changes and cancellations only through January 27, 2010. After January 27 changes and cancels must be directed to your confirmed hotel. All cancellations must be received **72 hours prior to arrival** or your confirmed hotel will assess one night's room/tax. In addition, cancellations made after January 11 will incur a charge of \$25.00 regardless of when the initial room request was received.

Person Requesting Room (Please print): Who Are You? Attendee Exhibitor Sponsor

First Name Middle Initial Last Name

Email Address

Company/Organization

Occupant Street Address or P.O. Box Number

City State Country Zip Code

Daytime Phone Fax

Occupant Names (one room per form)

First Name Last Name First Name Last Name

First Name Last Name First Name Last Name

Arrival Date: _____ **Departure Date:** _____

Room Guarantee: All rooms **must be guaranteed** with a credit card or check for one night's deposit
(See instructions for check payment in the bottom column under **Guarantee**.)

Visa MC AMEX Discover Dinners Club

Credit Card Number Name on Card Expiration Date

\$25.00 cancellation fee will be assessed on reservations cancelled after January 11, 2010 regardless of when the initial room request was received.

Hyatt Regency Denver, Headquarter Hotel

Across from Convention Center
Single \$152 Double \$172

Rates do not include tax currently 14.85% (subject to change)

Room type: ___ 1 bed ___ 2 beds. **Hyatt Regency is 100% non-smoking.** If you need a smoking room, we may have limited rooms at another hotel. If you have other special requests, please note on the form. **Other Hotels will be available at a later date.**