

Housing for the 2009 NASCC is now open. In order to take advantage of the special NASCC rates, please book your reservation by **March 2, 2009**. All reservations require appropriate name, mailing address and a valid form of payment. AISC prefers that you provide your company name when making a hotel reservation. All hotel rates are per room night and are subject to 12.27% tax (subject to change without notice). When making reservations, please provide room and bedding preferences. The hotels will assign specific room types, based upon availability, upon check-in.

**Internet Reservations:** For best availability and immediate confirmation, make your reservation via the Internet. [www.aisc.org/nascc](http://www.aisc.org/nascc)

**Faxed/Mailed Reservations:** Reservations will not be processed if this form is incomplete. Faxed and mailed housing requests will take longer to process and choice hotels may not be available. Fax this completed form to 602.256.5292. Or, mail the completed form to NASCC Housing Bureau, 400 E Van Buren St. Suite 600, Phoenix, AZ 85004.

**Housing Questions?** Hotel reservations are not accepted via telephone. To leave a voicemail with questions, call 602.452.6269 and your call will be returned within 24 hours. Please do not call the hotels directly. **Please do not call the hotels directly.**

**Acknowledgements:** The NASCC Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. E-mail acknowledgements will be sent within 72 hours of reservations being processed. Fax and mailed acknowledgements will be sent within 10-14 days. If you do not receive your acknowledgement within two weeks, please contact the NASCC Housing Bureau by e-mail to [hsgcoor@visitphoenix.com](mailto:hsgcoor@visitphoenix.com) or voicemail line at 602.452.6269. In most cases, you will not receive a confirmation from your hotel.

**Reservations:** All reservations are being coordinated by the NASCC Housing Bureau. Arrangements for housing must be made through the NASCC Housing Bureau and NOT through the hotel directly. **All housing forms must be received by March 2nd.** Reservation will not be processed if this form is incomplete. Please keep a copy of this form for your records. Please complete one form per room required.

**Deposits:** All hotels require a major credit card (MasterCard, Visa, American Express and Discover) at the time of making a reservation for a deposit. If you need to submit a check for a deposit, the amount should be equivalent to one night's room and tax per room reserved. A \$25 processing charge will apply for all cancellations on reservations held with a check deposit, regardless of when the room is cancelled.

**Changes/Cancellations:** No charge will be assessed for room cancellations made on or before **March 2, 2009**. Cancellations made after 5:00 p.m. CST on March 7 will be assessed a \$25 cancellation fee. Reservation cancellations received within 72 hours of arrival or departure will forfeit the entire deposit of one night's room and tax. The hotels reserve the right to charge a fee for early departures. First night no-shows will result in loss of reservation and forfeiture of entire deposit of one night's room and tax. New reservations, modifications to existing reservations, or cancellations must be made through the NASCC Housing Bureau through 5:00 p.m. CST on **March 17, 2009**. After this date you will need to contact the hotel directly.

|   |                |                 |
|---|----------------|-----------------|
| Arrival Date  | Departure Date |                 |
| Last Name   | First Name     | MI              |
| Company   |                |                 |
| Street Address  |                |                 |
| City  | State/Country  | Zip/Postal Code |
| Daytime Phone   | Fax            |                 |
| E-mail <i>(confirmation will be sent via e-mail if address is provided)</i> |                |                 |

Non-Smoking Room Requested

 Special Needs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INDICATE 1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> HOTEL CHOICE AND TYPE OF ACCOMMODATION** (visit [www.aisc.org/nascc](http://www.aisc.org/nascc) for hotel descriptions, rates and locations).  
NASCC hotels: Hyatt Regency Phoenix, Wyndham Phoenix, Sheraton Phoenix Downtown.

**HOTEL CHOICES**

**TYPE OF ACCOMMODATIONS\* (circle one)**

\*Bed type request is based on availability

|    |                   |                   |
|----|-------------------|-------------------|
| 1. | 1 person/1bed     | 2 people/1 bed    |
| 2. | 2 people/2 beds   | 3 people/2 beds   |
| 3. | 4 people/2 beds   | One bedroom suite |
|    | Two bedroom suite |                   |

If all three (3) requested hotels are unavailable, please process this reservation according to:  ROOM RATE  LOCATION

**NAME(S) OF ALL ROOM OCCUPANTS:** Please note that additional charges may apply to third or fourth person occupying the room.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Credit Card  American Express  MasterCard  VISA  Discover  Diners Club

|                          |           |
|--------------------------|-----------|
| Account Number           | Exp. Date |
| Card Holder Name (PRINT) |           |
| Card Holder's Signature  |           |