

NBAA2009 EXHIBITOR HOUSING FORM

Priority-One Exhibitors with large room block requirements have already been placed. Remaining hotel rooms are available on a first-come, first-serve basis. Housing for NBAA2009 officially opens on January 13, 2009. To avoid duplications on hotel selections, please respond by one of the following methods: Online: Visit www.nbaa.org and select the Housing and Travel link. This is the simplest method of reserving your hotel accommodations, and is available 24 hours a day, 7-days-a-week. Fax: for nine rooms or less - (212) 779-6128; for 10 rooms or more - (212) 779-6133. Telephone: (800) 221-3531, then select option 1. Mail: 381 Park Avenue South, New York, NY 10016.

PRINT OR TYPE: (NOTE: Please provide a list of individual names for each room. Please use a separate sheet, if necessary.)

NAME OF PERSON REQUESTING ROOM(S): _____

COMPANY NAME _____ MEMBER # _____

CONTACT _____ CONTACT TITLE _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE (if U.S. Address) _____ ZIP/POSTAL CODE _____ COUNTRY _____

PHONE _____ FAX _____ CELL PHONE _____

E-MAIL (required) _____

ACCOMMODATIONS:

Please reserve the following accommodations (No request will be processed unless at least three choices are noted.):

	QTY:	HOTEL PREFERENCE:
Single Room (1 person, 1 bed)	_____	1st _____
Double Room (2 persons, 1 bed)	_____	2nd _____
Twin Room (2 persons, 2 beds)	_____	3rd _____
One-Bedroom Suite	_____	4th _____
Two-Bedroom Suite	_____	5th _____

NAMES OF OCCUPANTS: (Please bracket those sharing a room)	ARRIVAL DATE:	DEPARTURE DATE:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide a list of individual names for each room. Please use a separate sheet, if necessary.

For hospitality and meeting space at the Hilton, the Rosen Centre or Peabody Hotels, please e-mail requirements to NBAA's Cheryl Padilla at cpadilla@nbaa.org.

PAYMENT:

All hotels in the NBAA block require a credit card number to hold rooms. In some cases, a one-night's deposit may be applied to your credit card at the time the reservation is made. The individual hotel's deposit and cancellation policies will be specified on the confirmation sent by Travel Planners. Review the Travel Planners' confirmation completely, as several hotels require as much as seven (7) days advance notice for room cancellations. Instructions for check deposits will be on the Travel Planners confirmation. Travel Planners will send a printed confirmation for reservations. Reservations made via the Internet are immediately confirmed. If you reserve your accommodations via fax, mail or phone, and do not receive confirmation within five (5) days, please contact Travel Planners.

Card Type: American Express MasterCard Visa Discover

 CREDIT CARD NUMBER EXPIRATION DATE SIGNATURE (FOR CREDIT CARD)

Charge my credit card in the amount of: \$ _____ Cardholder's Name: _____

IMPORTANT: This Housing Form indicates preference and does not guarantee confirmation. The number of rooms confirmed will be based on past booking histories after consultation with Exhibitors. All attempts will be made to place Companies in their first choice hotel. Where applicable, \$7 of the room rate is allocated to shuttle-bus transportation. Changes and cancellations to the reservations should be made directly through Travel Planners until three business days prior to arrival. After this period, kindly contact the hotel directly.