



# 2013 Corporate Partner Housing Contract

September 10-14, 2013 \* Houston, TX

## Housing Instructions

All corporate partners must sign a contract, and provide the first night's room and tax deposit, paid by credit card or a company check, to confirm hotel arrangements.

## Terms & Conditions:

1. PLEASE NOTE: Approval for sleeping rooms allocated for the 2013 Annual Meeting will be based on the actual pick up in 2012, unless a different allocation is pre-approved by NMBBAA show management staff.
2. All hotel rooms are available based on first-come first-served. For best hotel assignments, return completed form as soon as possible.
3. NMBBAA requires a method of payment to accompany the original reservation. No reservation will be processed without a method of payment. **A non-refundable deposit of the first night's room and tax is required for each sleeping room** contracted regardless of peak room nights held. If your first hotel choice is not available, your method of payment will be applied to your assigned hotel.
4. **IMPORTANT:** After July 15, 2013, corporate partners will be financially responsible for, and agree to pay 90% of the total room nights blocked, including all taxes. This policy applies to room blocks in all hotels and includes all cancellations or date decreases received after July 15, 2013.

## Payment Methods

1. Credit Cards are the preferred method of payment. American Express, Visa, MasterCard, Discover are accepted. If paying by check, company checks are preferred. Company checks must be in U.S. dollars, drawn on a U.S. bank. Please make checks payable to NMBBAA Housing.
2. If we have not received a different form of payment by July 15, 2013, the credit card on the block request form will be charged to secure all blocked rooms. **Credit cards may not be changed after July 15, 2013.** Names may be changed after July 15, 2013 but not the credit card charged to that reservation.

## Reservation Process

1. You may request a room block by faxing the completed form to 972-349-7715 or by entering your request online at <http://www.nbmbaa.org/>. Any new blocks requested after July 15, 2013 must have a rooming list indicating names and arrival/departure dates at the same time your block is submitted.
2. After July 15, 2013, any room nights held in your block without name assignments will be released for general sale without prior notice.
3. NMBBAA Housing will send Rooming List Confirmations within seven (7) business days of receiving your completed Rooming List Form.
4. The NMBBAA 2013 Corporate Partner Housing Contract including the non-refundable first night's deposit and rooming list to guarantee your rooms must be received by NMBBAA Housing no later than July 15, 2013. On July 16, 2013 all unassigned rooms will be released. All new requests will be based on availability.

## Changes & Cancellations

1. Requests are subject to hotel availability at time of arrival and cannot be guaranteed, i.e. non-smoking preferences, bedding requirements, etc...
2. Reservation changes or cancellations must be in writing to NMBBAA Housing via fax to (972) 349-7715 or via email to [nbmbaa@wyndhamjade.com](mailto:nbmbaa@wyndhamjade.com)
3. In order to make reservation changes and/or cancellations to your room block, please submit in writing to NMBBAA Housing via email at [nbmbaa@wyndhamjade.com](mailto:nbmbaa@wyndhamjade.com) or fax request to 972-349-7715. **For best availability, make reservation changes and/or cancellations before August 9, 2013. All requests need to be submitted in writing via email or fax.**
4. After **August 28, 2013** contact the hotel directly to make reservation changes.

## 2013 Official Conference Hotels

Hotel	Single Rate	Double Rate	Distance to Convention Center
Hilton Americas Houston (Co-host Hotel)	\$194	\$194	Attached
Hyatt Regency Houston (Co-host Hotel)	\$179	\$179	.9 Miles
Alden Hotel	\$175	\$175	.8 Miles
Courtyard Houston Downtown Convention Center	\$164	\$164	.7 Miles
Crowne Plaza Houston Downtown	\$174	\$174	1.4 Miles
Doubletree Hotel Houston Downtown	\$169	\$169	1.1 Miles
Embassy Suites	\$185	\$185	.4 Miles
Four Seasons Hotel	Superior King \$215 Superior Deluxe \$240	Superior King \$215 Superior Deluxe \$240	.6 Miles
Holiday Inn Express	\$139	\$139	
Inn at the Ballpark	\$169	\$169	.4 Miles
Magnolia Hotel Houston	\$185	\$185	.6 Miles
Residence Inn Houston Downtown	\$172	\$172	.69 Miles



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**Room Blocks for 10 or more rooms**

**Block Request Due By: August 9, 2013**

Please type or print. Confirmations will be sent to the person below:

COMPANY	CRP #		
CONTACT NAME			
ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE	FAX	E-MAIL	

**Hotel Request:** Please enter six choices. Choices should be in order of preference. If your choices are unavailable, hotel will be assigned based on types of hotels requested. Hotel requests are assigned on a first-come, first-served basis. **After July 15, 2013, block requests will not be accepted without a rooming list indicating names, arrival/departure dates and a form of payment.**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

PROVIDE A NIGHT-BY-NIGHT BREAKDOWN OF ROOMS REQUESTED.  
Please use accurate arrival/departure dates for your block: Please see example below.

# Of Rooms	Sun 9/8	Mon 9/9	Tue 9/10	Wed 9/11	Thu 9/12	Fri 9/13	Sat 9/14	Sun 9/15	Total
Example	0	0	5	10	10	8	5	0	38
Total # of rooms needed each night									
*Suites Needed									

**\*If you have requested suites, NMBBAA housing will contact you.**

**Changes/Substitutions/Cancellations:** If you require any type of change to your rooming list, fax or mail changes to NMBBAA Housing, 6100 W. Plano Parkway, Suite 3500, Plano, TX 75093 or 972 349-7715. Requests for additional rooms or additional room nights will be based on availability. However, financial responsibility for, and agree to pay 90% of the maximum number of room nights held after July 15, 2013, remains with the Exhibiting company.

**Additional Information:** This block cannot be passed to any other party. NMBBAA requires ONE CONTACT PERSON TO COORDINATE ALL CORRESPONDENCE FOR YOUR COMPANY. Reservations, changes and cancellations will only be accepted from THE CONTACT PERSON. Should the contact person change, please inform NMBBAA Housing. This agreement only becomes valid when it is signed and returned.

**Payment Types:**  American Express  Visa  MasterCard  Discover Card  Corporate Check are acceptable for deposits. Checks must be in US Dollars, drawn from a US Bank and payable to NMBBAA Housing.

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CREDIT CARD NUMBER or Check Number	EXPIRATION DATE or Check Amount
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**Authorization of Room Block:** Please sign below signifying your acceptance of the above policies and return via mail or fax. Once we have received this signed agreement and deposit guarantee we will confirm your room block.

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SIGNATURE	DATE
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**Contact Us:**

1. If you have any questions concerning your housing reservations, please contact NMBBAA Housing between 8am and 6:30pm CST, Mon.-Fri., at (866) 546-4304 (toll-free) or (972) 349-5416 (international); FAX (972) 349-7715.
2. CONTRACT AND NON-REFUNDABLE DEPOSITS SHOULD BE MAILED TO: NMBBAA Housing, 6100 W. Plano Parkway, Suite 3500, Plano, TX 75093. Forms may be faxed to 972-349-7715.