

# NAPSLO SUITE RESERVATION FORM

## 2010 ANNUAL CONVENTION • ATLANTA • OCTOBER 11-14, 2010

**SUITE RESERVATIONS CAN NOT BE MADE ONLINE.**

Please indicate 1st through 4th choice. Incomplete choices will only delay processing.

<b>ATLANTA MARRIOTT MARQUIS</b>	<b>ONE BEDROOM</b>	<b>TWO BEDROOM</b>
_____ Diplomat Parlor .....	\$719 .....	\$938 .....

<b>HYATT REGENCY ATLANTA</b>	<b>ONE BEDROOM</b>	<b>TWO BEDROOM</b>
_____ VIP .....	\$2200 .....	\$2399 .....
_____ Crown/Panorama.....	\$450 .....	\$649 .....

**NAPSLO USE ONLY**

Entered: \_\_\_\_\_

Res# \_\_\_\_\_

Suite Type: \_\_\_\_\_

Bedroom(s) \_\_\_\_\_

Rate: \_\_\_\_\_

# \_\_\_\_\_ of \_\_\_\_\_

**During the convention, do you give permission for NAPSLO or hotel staff to display or communicate your suite number to registered delegates?**       Yes     No

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

NAME OCCUPYING SUITE \_\_\_\_\_ NAME FOR 2ND BEDROOM \_\_\_\_\_

E-MAIL ADDRESS FOR CONFIRMATION \_\_\_\_\_ FAX \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

Marriott Rewards Number: \_\_\_\_\_ Hyatt Rewards Number: \_\_\_\_\_

### SUITE USAGE POLICY

In order to reserve a suite, your firm must agree to all NAPSLO policies and procedures noted on this form and in the convention brochure. It will be necessary for all employees and guests to be registered for the convention in order to gain access to your suite. Unregistered attendees could be subject to a convention registration fee.

**SIGNATURE (required to process request):** \_\_\_\_\_ **DATE** \_\_\_\_\_

### DEPOSIT, CHANGES, CANCELLATIONS & CREDIT CARD AUTHORIZATION

A credit card is required to process all suite reservations. Please provide credit card information below. Your card will be charged for one night's room and tax. Cancellations may be made up to 14 days prior to arrival without a one night's room and tax penalty. Should you make any changes to your reservations after that time or shorten your stay, your room and tax fees will be forfeited. Your signature below indicates credit card authorization for room and tax charges. If you fail to arrive on your confirmed arrival date, your reservation will be cancelled for all nights and your one night's deposit will be forfeited. All hotel suite cancellations and changes must be in writing and e-mailed to [Vicky@napslo.org](mailto:Vicky@napslo.org). There will be no refunds for changes or cancels 14 days prior to arrival.

Method of payment:     AMEX     MC     VISA     Check

CREDIT CARD#                         Exp. Date (mmyy)

NAME ON CARD (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# NAPSLO SUITE DESCRIPTION FORM

2010 ANNUAL CONVENTION • ATLANTA • OCTOBER 11-14, 2010

Quoted rates are per day. Rates do not include taxes.

- All requests for suites must be made in writing. Send form to the NAPSLO office after registering for convention. Suite reservation requests prior to the night of 10/10 or after the night of 10/14 will be handled on space available basis. All persons listed on this form must be registered for the convention.
- **Due to a limited number of suites available, suites are limited to one (1) suite per registered firm. Convention begins at 9 a.m. on Mon., 10/11. A limited number of rooms are available Sun., 10/10.**
- Please indicate your suite preference by indicating your 1st through 4th choice. If choices are not indicated or available, NAPSLO will place you in the suite category closest to your preference unless noted. Incomplete choices will only delay processing.
- Suite confirmations will be e-mailed directly from the hotel, allow ten (10) days. If e-mail address is not provided, confirmations will be faxed. **All changes in arrival or departure dates and cancellations should be e-mailed directly to Vicky@napslo.org.**

### Food & Beverage Needs in the Suite

Once you receive confirmation of your suite type, please coordinate your food & beverage needs with the hotel contacts noted below. Please finalize your food and beverage needs for your suite at least two (2) weeks prior to arrival.

Tika Davis at the Marriott 404-586-6307 or tika.davis@marriott.com or Kelly Hendersen at the Hyatt, 404-460-6489 or Kelly.hendersen@hyatt.com.

## ATLANTA MARRIOTT MARQUIS SUITES

### Diplomat

\$719 (one-bedroom)

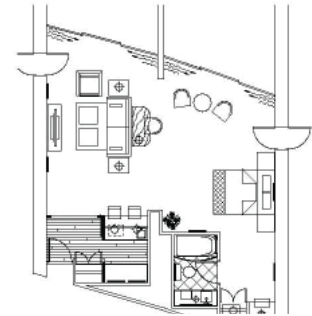
\$938 (two-bedroom)

520 sq. feet

Built-in wet bar facilities

Comfortable seating arrangements

Reception capacity for 25



# NAPSLO SUITE DESCRIPTION FORM

2010 ANNUAL CONVENTION • ATLANTA • OCTOBER 11-14, 2010

## HYATT REGENCY ATLANTA SUITES

### VIP

\$2200 (one-bedroom)

\$2399 (two-bedroom)

800 sq. feet

Built-in wet bar facilities

Balconies

Sitting area with fireplace

Conference table for 8, receptions for up to 75



### Crown/Panorama

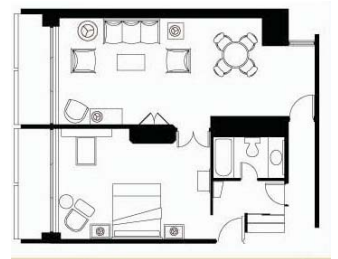
\$450 (one-bedroom)

\$649 (two-bedroom))

450 sq. feet

Sitting area

Cocktail table with chairs



)

NAPSLO SUITE DESCRIPTION FORM

2010 ANNUAL CONVENTION • ATLANTA • OCTOBER 11-14, 2010