

Housing Reservation Form

Deadline Extended! The discounted rate has been extended to **March 10th, subject to availability.** Please read these instructions thoroughly before completing the form. Type or print clearly. For additional reservations, please duplicate this form.



Participating hotels and rates	
1	Baltimore Marriott Inner Harbor Hotel at Camden Yards Block Filled! \$201 Single / \$211 Double
2	*Hilton Baltimore Convention Center \$214 Single/Double *Headquarter hotel connected to convention center
3	Days Inn Inner Harbor Block Filled! \$144 Single/Double
4	Sheraton Inner Harbor Hotel Block Filled! \$195 Single/Double
5	Hyatt Regency Baltimore \$230 Single/Double
6	Renaissance Harborplace Hotel \$211 Single/Double
7	Baltimore Marriott Waterfront Hotel \$201 Single / \$211 Double
◆	Convention Center

EXHIBITORS: Interested in hosting a hospitality suite or networking function?
 Please complete a Networking Function form, included in the Promotion and Planning packet OR download a PDF online at www.nfmt.com. You can locate the form in the exhibitor resources section.

*To make reservations for 10 or more rooms, please call the NFMT Housing Reservation line at 800-282-6632

4 Ways to reserve your room

Online:

www.nfmt.com

Phone:

 800-282-6632
 410-837-4636
 M-F 8:30am-5:30pm ET

Fax:

 410-659-8398
 Fax this completed form

Mail: For Check Deposit ONLY:

 Mail completed form with check
 BACVA/NFMT Housing Bureau
 100 Light Street
 12th Floor
 Baltimore, MD 21202

Hotel Information

Please specify a different hotel for each choice. If the hotels you select are not available, you will be assigned a hotel according to your preference noted:

Comparable rate Close proximity to conference site

1st choice: _____ 2nd choice: _____ 3rd choice: _____

Hotel Room Type

Occupant Name	Room Type (Single/Double)	Arrival Date	Departure	# of Nights	Smoking	ADA
Room #1: _____	_____	_____	_____	_____	_____	<input type="checkbox"/>

Reservation Guarantee

All hotels require a credit card guarantee or check deposit of one night room rate plus tax with each reservation request. Housing forms received without a deposit or credit card guarantee will not be processed.

Check One: American Express Discover MasterCard Visa

Credit Card #: _____ Exp Date: _____

Name on card: _____ Signature: _____

Check enclosed payable to BACVA/NFMT Housing Bureau Mail to: BACVA/NFMT Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202

Contact Information

Last Name: _____ First Name: _____ MI: _____

Email: _____ Phone: _____ Fax: _____

Company: _____

Address: _____ Address 2: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Send the reservation confirmation via Email Fax Mail

DO NOT SEND THIS FORM TO ROC EXHIBITIONS OR TRADE PRESS MEDIA GROUP. SEND TO THE BACVA/NFMT HOUSING BUREAU USING THE METHODS LISTED ABOVE. PLEASE USE ONE FORM PER ROOM. MAKE ADDITIONAL COPIES IF NECESSARY.

Confirmations
 The NFMT Housing Bureau will send you a confirmation. Review it carefully for accuracy. If you do not receive a confirmation within 14 days after sending request, please contact us at 800-282-6632.

Room Rates / Taxes
 In order to take advantage of the special convention rates, book by February 1, 2010. After this date, rooms are subject to availability and at the hotel's discretion to honor the discounted rate. All rates per room night are subject to a 13.5% tax (subject to change). Some hotels may charge additional fees.

Deposits
 All hotels require a credit card guarantee. If reserving with a check, deposit of one night room and tax with each room reservation request. Requests received without a credit card guarantee or check deposit will not be processed. Please fill out this form completely and provide the credit card information or mail the form with the check deposit.

Changes/Cancellations
 Changes and cancellations can be made by contacting the NFMT Housing Bureau until March 9, 2010. **Cancellations made on/after February 16, 2010 will be charged a \$50 cancellation fee. Cancellations made on/after March 9, 2010 will forfeit one night's room rate and tax to the hotel.** Beginning March 10, 2010, please call the hotel directly for changes or cancellations.

***Beware of Tradeshow Scam Artists**
 It has been brought to our attention that scam artists, fraudulent companies and vendors not contracted by show management have been targeting exhibitors participating in tradeshows across the country. Be careful of companies calling posing as vendors for NFMT - National Facilities Management & Technology Conference & Expo. Some scams include housing, directory listings, and onsite services. NFMT / MSX / GreenTech / Safe Buildings is produced by ROC Exhibitions Inc. and Trade Press Media Group. If you are contacted by any outside company you find suspicious, please contact your NFMT Account Representative to verify legitimacy. You can also visit our Web site to see a list of approved vendors.