



# NCCNA XXXI Convention / April 9 – 12, 2009

## HOTEL RESERVATION FORM

**FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION, BOOK ONLINE:**  
[www.norcalna.org/nccna-register](http://www.norcalna.org/nccna-register)

**or PLEASE FILL IN THE FORM BELOW:**

Occupant Name: \_\_\_\_\_

Sharing With: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

**SEND CONFIRMATION TO:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Reservation will not be processed without a form of guarantee.

**PAYMENT INFORMATION:**

Type of Card: \_\_\_\_\_

Account #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

A check must accompany this form in the amount of \$119 Per room (payable to SJCVB) if credit card is not provided.

**No purchase orders will be accepted.**

Hotel	1PRS	2PPS	3PPS	4PPS
Crowne Plaza *	\$104	\$104	\$104	\$104
Hilton San Jose & Towers	\$109	\$109	\$109	\$109
San Jose Marriott *	\$119	\$119	\$119	\$119

\* Smoke-Free Property

Note: Rates are subject to 10.05% occupancy tax and \$2.00 per night HBID assessment fee.

**HOTEL PREFERENCE:**

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

3<sup>rd</sup> choice: \_\_\_\_\_

**TYPE OF ACCOMMODATION:** (Check One)

**Four people maximum each room. No rollaways in Double/Double rooms per hotel fire code.**

Single (1 person /1 bed)       Non-smoking

Double (1 bed / 2 people)       Smoking

Double/Double (2 beds / 2-4 people)

Require special facilities in accordance with the American Disabilities Act (ADA)

Special Request

Note: special requests cannot be guaranteed. Hotels will do their best to honor all requests and will not be able to confirm until upon arrival.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACCOMMODATIONS:**

Guest room reservations at the official hotels are handled on a first-come, first-served basis. Requests for guest rooms should be faxed, emailed or mailed to the San José Housing Bureau. **Failure to receive your first choice does not constitute an error.** If accommodations are not available at the hotel of your choice, comparable reservations will be made at alternate participating hotels. Make a copy of the form(s) to retain for your records. If you did not receive a response from us within 72 hours please contact us.

**GUARANTEED RESERVATIONS ONLY:**

All reservations must be guaranteed at the time of your request to the housing bureau. **Reservations will not be processed without a form of guarantee.** You may do so by using a major credit card or an advanced check deposit with your housing form. Your credit card is only a form of guarantee.

**DEADLINES:**

For new reservations, all housing requests must be received in the office no later than **March 9, 2009.**

**CHANGES AND CANCELLATIONS:**

To cancel or make changes to reservations, contact the Housing Bureau in writing. After **March 25, 2009** you may contact the hotels directly - date subject to change for each hotel. Cancellations made after 72 hours prior to arrival date will be charged one night room and tax billed to your credit card.

**RESERVE ONLINE:**

[www.norcalna.org/nccna-register](http://www.norcalna.org/nccna-register)

**or RETURN THIS FORM TO:**

San Jose Convention & Visitors Bureau  
 email: [nccna@sanjose.org](mailto:nccna@sanjose.org)  
 fax: 1.408.293.3705  
 housing line: 1.408.792.4168  
 408 Almaden Blvd, San Jose CA 95110



For more information on local attractions, dining info and events, visit [www.sanjose.org](http://www.sanjose.org)