



NSTA Indianapolis National Conference  
**Exhibitor Housing Request Form**

March 29–April 1, 2012  
Indianapolis, Indiana

**Deadline:**  
**February 29, 2012**

### INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning September 15, 2011:

#### • Internet

[www.nsta.org/indianapolishousing](http://www.nsta.org/indianapolishousing)  
Please have your credit card and arrival/departure information ready.

#### • Telephone

877-352-6710 (toll free)  
801-505-4611 (international)  
Call between 7:00 AM and 6:00 PM Mountain Time, Monday–Friday. Be prepared to provide all the information on this form.

#### • Fax (Use one form per room request)

801-355-0250

#### • Mail (Use one form per room request)

**DO NOT MAIL TO NSTA**  
The Housing Connection–NSTA/Indianapolis  
175 South West Temple, Suite 140  
Salt Lake City, UT 84101

### DEADLINE

Reservations must be made by internet, phone, fax, or mail by **February 29, 2012**.

### CONFIRMATIONS

The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmation will be sent to the e-mail address provided (required). If you do not receive a confirmation or if you have questions, please call The Housing Connection. **You will NOT receive a confirmation from the hotel.**

### TAX RATE and SPECIAL REQUESTS

All hotel rooms in Indianapolis are subject to sales and hotel room taxes (17%). Taxes are subject to change. Special requests cannot be guaranteed; however, hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

### ROOM DEPOSIT REQUIRED TO SECURE RESERVATION

All reservations must be accompanied by a valid credit card guarantee or check for one night's deposit. Housing forms received without a valid guarantee or deposit will not be processed. Check deposits must be mailed with a completed housing form payable to The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.

### CANCELLATIONS

Cancellations made after February 29, 2012, and prior to 48 hours before arrival date may be subject to a \$25 cancellation fee. One night's room and tax will be forfeited entirely if cancellation occurs within 48 hours of arrival.

### CONTACT INFORMATION

First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

School/Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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

### HOTEL SELECTION

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

Please select hotel choices in order of preference and enter their numbers below. Additional fees may apply for more than two guests in a room.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

Room Type Requested:  One Bed  Two Beds

Submit only one room request per form. Should additional forms be needed, please make copies.

List all room occupants (include yourself)

\_\_\_\_\_  
\_\_\_\_\_

Check here if you require special services  Nonsmoking request

Special requests: \_\_\_\_\_

### DEPOSIT INFORMATION

All reservation requests must be accompanied by a valid credit card guarantee or check for one night's deposit. Housing forms received without a valid guarantee or deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

#### Type of Credit Card:

American Express  Diner's Club  Discover  MasterCard  Visa

Card number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on credit card \_\_\_\_\_

Cardholder's signature\* \_\_\_\_\_

\*I hereby authorize The Housing Connection or any one of the participating hotels to process a charge to my credit card for each room deposit in accordance with the policies and information provided herein no sooner than February 29, 2012.

One night's check deposit enclosed and made payable to The Housing Connection. Mail housing forms to The Housing Connection–NSTA/Indianapolis, 175 South West Temple, Suite 140, Salt Lake City, UT 84101. Check deposits must be received by February 29, 2012.

# NSTA Indianapolis Conference Hotels

Room rates are per night and are subject to sales and hotel room taxes (17%). Taxes are subject to change. NSTA provides free shuttle service exclusively to the hotels listed below. For the complete shuttle schedule, visit [www.nsta.org/indianapolis](http://www.nsta.org/indianapolis).

	Single	Double	Triple	Quad
1. The Columbia Club 121 Monument Circle	\$124	\$124	\$124	\$124
2. Comfort Suites City Centre 515 S. West St.	\$115.50	\$115.50	\$125.50	\$135.50
3. Conrad Indianapolis 50 W. Washington St.	\$179	\$179	N/A	N/A
4. Courtyard by Marriott Indianapolis at the Capitol 320 N. Senate Ave.	\$139	\$139	\$139	\$139
5. Courtyard Marriott Indianapolis Downtown 601 W. Washington St.	\$158	\$158	\$158	\$158
6. Crowne Plaza Indianapolis Downtown at Historic Union Station 123 W. Louisiana St.	\$144	\$144	\$144	\$144
7. Embassy Suites Indianapolis–Downtown 110 W. Washington St.	\$168	\$168	\$188	\$188
8. Fairfield Inn & Suites Indianapolis Downtown 501 W. Washington St.	\$135	\$135	\$135	\$135
9. Hampton Inn Downtown Indianapolis–Circle Centre Hotel 105 S. Meridian St.	\$129	\$129	\$129	\$129
10. Hilton Indianapolis Hotel & Suites 120 W. Market St.	\$148	\$148	\$158	\$168
11. The Historic Canterbury Hotel 123 S. Illinois St.	\$172	\$172	N/A	N/A
12. Holiday Inn Express Indianapolis Downtown–Convention Center 410 S. Missouri St.	\$115.50	\$115.50	\$125.50	\$135.50
13. Homewood Suites by Hilton Indianapolis–Downtown 211 S. Meridian St.	\$163	\$163	\$163	\$163
14. Hyatt Regency Indianapolis One S. Capitol Ave.	\$162	\$162	\$177	\$192
15. Indianapolis Marriott Downtown <b>Headquarters Hotel</b> 350 W. Maryland St.	\$172	\$172	\$192	\$192
16. JW Marriott Indianapolis <b>Headquarters Hotel</b> 10 S. West St.	\$179	\$179	\$179	\$179
17. Omni Severin Hotel 40 W. Jackson Place	\$152	\$152	\$152	\$152
18. Residence Inn Indianapolis Downtown on the Canal 350 W. New York St.	\$149	\$149	N/A	N/A
19. Sheraton Indianapolis City Centre Hotel 31 W. Ohio St.	\$142	\$142	\$157	\$172
20. SpringHill Suites Indianapolis Downtown 601 W. Washington St.	\$146	\$146	\$146	\$146
21. Staybridge Suites Indianapolis Downtown–Convention Center 535 S. West St.	<i>One bedroom (Double/Double)</i>	\$144	\$144	\$154
	<i>Queen studio</i>	\$134	\$134	\$144
22. The Westin Indianapolis <b>Headquarters Hotel</b> 50 S. Capitol Ave.	\$169	\$169	\$189	\$189

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- The Columbia Club**  
121 Monument Circle
- Comfort Suites City Centre**  
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- Conrad Indianapolis**  
50 W. Washington St.
- Courtyard by Marriott Indianapolis at the Capitol**  
320 N. Senate Ave.
- Courtyard Marriott Indianapolis Downtown**  
601 W. Washington St.
- Crowne Plaza Indianapolis Downtown at Historic Union Station**  
123 W. Louisiana St.
- Embassy Suites Indianapolis–Downtown**  
110 W. Washington St.
- Fairfield Inn & Suites Indianapolis Downtown**  
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