

NSTA Portland Area Conference  
**Official Housing Request Form**  
October 28–30, 2021, Portland, Oregon

**Deadline:**  
**October 1, 2021**

**INSTRUCTIONS**

Housing reservations can be made in one of the following ways beginning August 16, 2021.

• **Internet \* Preferred**

**For payments via credit card**

www.nsta.org/portland-housing

Please have your credit card and arrival/departure information ready. Accepted credit cards include American Express, Diner's Club, Discover, Visa, and MasterCard.

• **Telephone**

877-352-6710 (toll free)

801-505-4611 (international)

Call between 9:00 AM and 4:00 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

**\*Mail CHECKS ONLY to:**

Orchid.Events–NSTA/Portland  
175 South West Temple, Suite 30  
Salt Lake City, UT 84101

**DEADLINE**

Reservations must be made by **October 1, 2021**.

**CONFIRMATIONS**

Orchid.Events will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmation will be sent if an e-mail address is provided (preferred), or confirmation can be faxed or mailed. If you do not receive a confirmation or if you have questions, call Orchid.Events. **You will NOT receive a confirmation from the hotel.**

**TAX RATE and SPECIAL REQUESTS**

Guest rooms are subject to 6% City Tax, 5.5% County Tax, 1.5% State Tax, and 3% Tourism Fee (**16% total taxes and fees**) (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 "Orchid.Events."

**CANCELLATION POLICY**

Cancellations made after October 1 and prior to 48 hours before arrival date will be subject to a \$25 cancellation fee. One night's room charge and tax will be forfeited entirely if cancellation occurs within 48 hours of arrival.

**CONTACT INFORMATION**

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

E-mail: \_\_\_\_\_

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

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

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

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

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

In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making hotel room reservations.

**HOTEL SELECTION**

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

HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD
1. <b>Hyatt Regency Portland at the Oregon Convention Center Hotel</b> (Headquarters Hotel)	\$219	\$219	\$244	\$269
2. <b>Courtyard Portland Downtown/ Convention Center Hotel</b>	\$193	\$193	\$203	\$203

Please select hotel choices in order of preference and enter their numbers below.

1st \_\_\_\_\_ 2nd \_\_\_\_\_

Room Type Requested:  One Bed  Two Beds

If requested hotels are unavailable, a reservation will be made at the next available hotel. Please select criteria:  Comparable room rate  Proximity to conference site

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**

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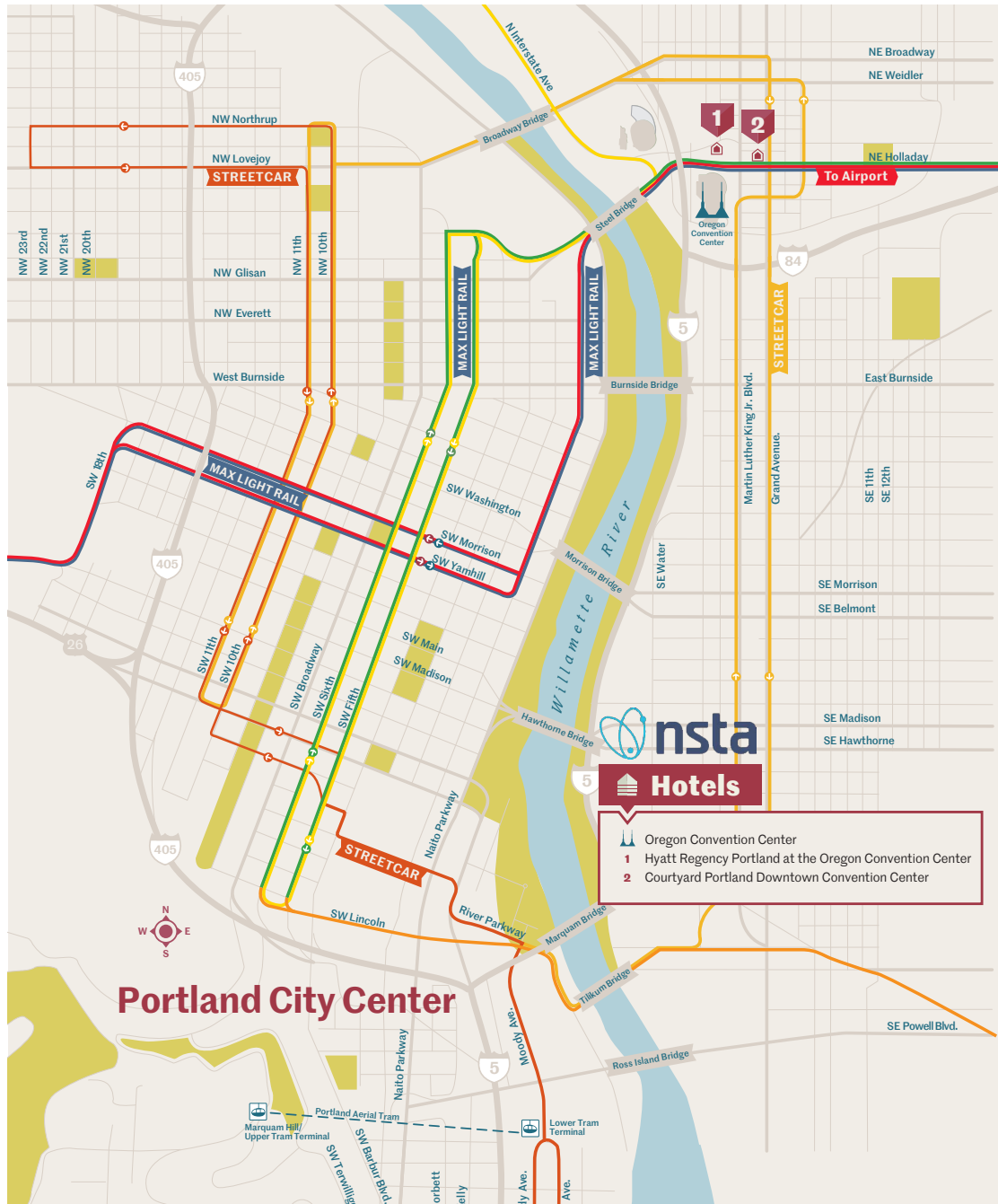
Call me for a valid credit card guarantee.

Orchid.Events or any one of the participating hotels may charge the credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than **October 1, 2021**. If the charge to the credit card is denied, we reserve the right to release your reservation.

Check deposit for one night's deposit enclosed and made payable to Orchid.Events.

Mail housing forms to Orchid.Events–NSTA/Portland, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by October 1 to be accepted.

# NSTA Portland Area Conference • October 28–30, 2021



**1. Hyatt Regency Portland at the Oregon Convention Center Hotel**  
*(Headquarters Hotel)*  
 375 NE Holladay St.

**2. Courtyard Portland Downtown/Convention Center Hotel**  
 435 NE Wasco St.