



National Housing Request Form

April 11–14, 2019
St. Louis, Missouri

Deadline:
March 13,
2019

INSTRUCTIONS

Housing reservations can be made in one of the following ways beginning June 26, 2018:

- **Internet * Preferred**

For payments via credit card

www.nsta.org/stlouis

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 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

***Mail CHECKS ONLY to:**

Orchid.Events–NSTA/St. Louis

175 South West Temple, Suite 30

Salt Lake City, UT 84101

DEADLINE

Reservations must be made by **March 13, 2019**.

CONFIRMATIONS

Orchid.Events will send you a confirmation of your reservation. Please review all information for accuracy. An e-mail confirmation will be sent if an e-mail address is provided or confirmations 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

All hotel rooms are subject to hotel room taxes (up to 18.93%, varies by hotel). 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 deposit will not be processed. Check deposits must be mailed with a completed housing form payable to Orchid.Events, 175 South West Temple, Suite 30, Salt Lake City, UT 84101.

CANCELLATION POLICY

Cancellations made after March 13, 2019, and prior to 48 hours before arrival date may 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 (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 Orchid.Events 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 March 13, 2019.

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.

One night's check deposit enclosed and made payable to Orchid.Events. Mail housing forms to Orchid.Events–NSTA/St. Louis, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by Feb. 28, 2019.

NSTA St. Louis Conference Hotels

Numbers correspond to map on the following page. Room rates are per night and are subject to hotel room taxes (up to 18.93%, varies by hotel). Taxes are subject to change. NSTA provides free shuttle service exclusively to most of the hotels listed below. For a complete shuttle schedule, check back in January at www.nsta.org/stlouis.

		Single	Double	Triple	Quad
1.	City Place St. Louis Hotel 200 N. 4th St.	\$174	\$174	\$174	\$174
2.	Drury Inn & Suites Convention Center 711 N. Broadway	\$169	\$169	\$169	\$169
3.	Drury Plaza Hotel at the Arch 2 S. 4th St.	\$169	\$169	\$169	\$169
4.	Embassy Suites by Hilton St. Louis Downtown 610 N. 7th St.	\$199	\$199	\$209	\$219
5.	Four Seasons Hotel St. Louis 999 N. 2nd St.	<i>King</i> \$240 <i>Double/Double</i> \$240	\$240 \$240	N/A \$240	N/A \$240
6.	Hampton Inn Downtown (at the Gateway Arch) 333 Washington Ave.	\$159	\$159	\$159	\$159
7.	Hilton at the Ballpark 1 S. Broadway	\$185	\$185	\$185	\$185
8.	Hilton St. Louis Downtown at the Arch 400 Olive St.	\$179	\$179	\$179	\$179
9.	Holiday Inn Convention Center	\$115	\$125	\$135	\$145
10.	Hotel Saint Louis, Autograph Collection 705 Olive St.	\$219	\$219	\$219	\$219
11.	HoteLumière 901 N. 1st. St.	<i>King</i> \$169 <i>Two Queens</i> \$179	\$169 \$179	\$169 \$179	\$169 \$179
12.	Hyatt Regency St. Louis at the Arch (Co-Headquarters hotel) 315 Chestnut St.	\$196	\$196	\$196	\$196
13.	Magnolia Hotel St. Louis 421 N. 8th St.	\$229	\$229	\$229	\$229
14.	Marriott St. Louis Grand (Co-Headquarters hotel) 800 Washington Ave.	\$199	\$199	\$199	\$199
15.	St. Louis Union Station Hotel Curio Collection by Hilton 1820 Market St.	\$169	\$169	\$169	\$169
16.	The Westin St. Louis 811 Spruce St.	\$219	\$219	\$219	\$219



NSTA St. Louis Conference Hotels



- 1** City Place St. Louis Downtown Hotel
200 N. Fourth St.
- 2** Drury Inn & Suites Convention Center
711 N. Broadway
- 3** Drury Plaza Hotel
Two S. Fourth St.
- 4** Embassy Suites St. Louis Downtown
610 N. Seventh St.
- 5** Four Seasons Hotel St. Louis
999 N. Second St.
- 6** Hampton Inn St. Louis – Downtown
333 Washington Ave.

- 7** Hilton St. Louis at the Ballpark
One S. Broadway
- 8** Hilton St. Louis Downtown at The Arch
400 Olive St.
- 9** Holiday Inn Convention Center
811 N. Ninth St.
- 10** Hotel St. Louis Autograph Collection
705 Olive St.
- 11** HotelLumière
901 N. First St.
- 12** Hyatt Regency St. Louis at The Arch
315 Chestnut St. (Co-Headquarters Hotel)

- 13** Magnolia Hotel
421 N. Eighth St.
- 14** Marriott St. Louis Grand
800 Washington Ave. (Co-Headquarters)
- 15** St. Louis Union Station Hotel
1820 Market St.
- 16** The Westin St. Louis
811 Spruce St.