



8th Annual STEM Forum & Expo  
hosted by NSTA

**Deadline:**  
**June 28, 2019**

**Exhibitor Housing Request Form**

July 24–26, 2019 San Francisco, California

**INSTRUCTIONS**

Housing reservations can be made in one of the following ways beginning **October 22, 2018**

• **Internet \* Preferred**

**For payments via credit card**

www.nsta.org/stemhousing

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/8th Annual STEM Forum & Expo  
175 South West Temple, Suite 30  
Salt Lake City, UT 84101

**DEADLINE**

Reservations must be made by **June 28, 2019**.

**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 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 a 14% room tax, 2.25% SF Tourism fee, and \$0.67 commerce fee. 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 **June 28, 2019**, and prior to 72 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 72 hours of arrival.

**CONTACT INFORMATION**

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

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

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

Address \_\_\_\_\_

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

Country \_\_\_\_\_

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

**HOTEL SELECTION**

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

HOTEL	SINGLE	DOUBLE	TRIPLE	QUAD
Hotel Zelos San Francisco	\$289	\$289	\$289	\$289
Intercontinental San Francisco Hotel	\$259	\$259	\$289	\$319
San Francisco Marriott Marquis Hotel (Headquarters Hotel)	\$299	\$299	\$324	\$349

Please select hotel choices in order of preference and enter their names 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**

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 hotels to process a charge to my credit card for each room deposit in accordance with the policies provided herein no sooner than June 28, 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/8th Annual STEM Forum & Expo, 175 South West Temple, Suite 30, Salt Lake City, UT 84101. Check deposits must be received by June 14, 2019.

# 8th Annual STEM Forum & Expo, hosted by NSTA San Francisco, California • July 24–26, 2019



As all hotels are within walking distance of the Moscone Center West, there is no shuttle service.

1. **Hotel Zelos San Francisco**  
12 4th St.
2. **Intercontinental San Francisco Hotel**  
888 Howard St.
3. **San Francisco Marriott Marquis Hotel**  
(Headquarters Hotel)  
780 Mission St.