

# NATIONAL BUSINESS EDUCATION ASSOCIATION

## CONVENTION HOTEL RESERVATION FORM

### GENERAL INFORMATION

The Boston Marriott Copley Place is the headquarters hotel for the NBEA 2012 Annual Convention, April 3-7.

Hotel accommodations can be made by contacting Marriott Reservations at 800-228-9290 or by fax at 617-587-5191 (Attention: Sarah Hui). Specify the NBEA room block. To make your reservations online, visit our web site at [www.nbea.org](http://www.nbea.org).

Room rates at the Boston Marriott Copley Place are:

- \$169 Single
- \$189 Double
- Additional person in room \$20

The Boston Marriott Copley Place requires a check/money order or credit card to hold your reservation. Reservations must be made by **March 14, 2012**.

Rates are subject to applicable state & local taxes (currently 14.45% per night) in effect at time of check in. Reservations are accepted on a first-come, first-served basis and subject to availability. Your credit card holds your room reservation until 6:00 p.m. the day of arrival. You must cancel your reservation prior to that or you will be charged one nights room & tax for the arrival date and your reservation will be cancelled as a no show. Check-in time is 4:00 p.m.; check-out time is 12:00 noon.

**Those booking rooms in the NBEA room block must be registered convention attendees or registered exhibitors.**

\*Note — Credit card guarantees and deposits will be refunded only if cancellation notification is given within 48 hours prior to arrival.

The hotel does not mail confirmation slips. For your convenience, an e-mail confirmation may be sent if that information is provided (at right).

For more information about the NBEA 2012 Convention and the Boston Marriott Copley Place, visit our web site at [www.nbea.org](http://www.nbea.org).

**This form must be received at the  
Boston Marriott Copley Place by  
March 14!**

### *Boston Marriott Copley Place*

**110 Huntington Avenue • Boston, Massachusetts 02116**

**Tel: 800-228-9290 • Fax: 617-587-5191**

**April 3-7, 2012**

### Guest Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Marriott Rewards # \_\_\_\_\_

Please Reserve \_\_\_\_\_ Room(s) for \_\_\_\_\_ Person(s)

Name(s) of person(s) sharing accommodations \_\_\_\_\_

For Arrival on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Departure on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please check your room preference

King  Double/Double

Note: The Boston Marriott Copley Place is a smoke-free environment. This includes all guest rooms, restaurants, lounges, meeting rooms, and public space. Check-out time is 12:00 noon. Rooms may not be available for check-in until after 4:00 p.m. Reservations requested after the cut-off date and/or after the room block is filled are subject to availability and may not be available at the group rate.

### Payment Information

**\$169 Single • \$189 Double • Additional person in room \$20**

Check or money order enclosed for \$ \_\_\_\_\_

Please charge my:

AMEX  Carte Blanche  Diners Club  
 Discover  MasterCard  VISA/Bank-Americard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Your credit card holds your room reservation until 6 pm day of arrival. You must cancel your reservation prior to that or you will be charged one nights room & tax for the arrival date.

Signature \_\_\_\_\_