

# Hotel Function Application Form

Please complete and return to NAB Radio Show Convention Operations  
 1771 N Street, NW, Washington, DC 20036-2800  
 Phone: (202) 429-5385 • Fax: (202) 429-3922  
 Deadline: August 31, 2007

*Your request for function space should not conflict with exhibit hours and convention programming.  
 All requests are subject to availability.*

**Note: You must be an exhibitor, sponsor or NAB member to reserve function space.**

Attendee Category (check one):  NAB Station/Group Member  NAB Associate Member  Exhibitor  Sponsor

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Hotel Preference:

1st choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

Day/Date of Function: \_\_\_\_\_ Approximate Number of People: \_\_\_\_\_

Time of Function (Begin and end): \_\_\_\_\_

Type of Function <i>(check one)</i>	Room Set-up <i>(check one)</i>
<input type="checkbox"/> Meeting <input type="checkbox"/> Press Conference <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Other (Specify) _____ _____	<input type="checkbox"/> Theater <input type="checkbox"/> Schoolroom <input type="checkbox"/> Conference <input type="checkbox"/> U-shape <input type="checkbox"/> Banquet <input type="checkbox"/> Other (specify) _____ _____ _____



# Hotel Reservation Form

Make your reservation online! [www.nabradioshow.com](http://www.nabradioshow.com)

Return this form by **August 29, 2007** to: **NAB Radio Show Housing c/o Expovision**

**3141 Fairview Park Drive, Suite 550, Falls Church, VA 22042**

Telephone: (888) 622-8830 or (703) 205-9114 • Fax: (703) 205-0235

Email: [nab07housing@expovision.com](mailto:nab07housing@expovision.com)

Reservation Hours: Monday-Friday 9:00 am - 5:30 pm ET

**Please print or type. Return one form per room. Form may be duplicated.**

Do you have a disability which may require special hotel services?  Yes  No

Special Request: \_\_\_\_\_

**Attendee Information** (check one):

NAB Member  Associate Member  Non-Member  Exhibitor-Member  Exhibitor-Non-Member

Other (please specify): \_\_\_\_\_

Reservation Name: \_\_\_\_\_

Contact (if different from name above): \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Hotel Choice**

Preference based on (check one):  Hotel  Location  Rate

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

**Room Reservation Request**

Type of Room (check one):

Single (one person/one bed)  Double (two people/one bed)  Double/Double (two beds)

Arrival Day/Date: \_\_\_\_\_ Departure Day/Date: \_\_\_\_\_

Name(s) of person(s) sharing room: \_\_\_\_\_

**Room Deposit Policy:** All reservations require a deposit of the first night's room rate plus 15.5% tax. Please refer to the Hotel Rates page for the deposit due. Your deposit may be made with a credit card or check. If a credit card is used, **NAB/Expovision Housing will charge the deposit upon receipt of your request.** Credit card charges may not be changed to another credit card once the initial charge has been processed.

**Reservations cannot be processed without a deposit.** After August 29, deposits are non-refundable. All cancellations, name and date changes must be received by August 29.

## Hotel Information

Expovision will process all hotel reservations for the NAB Radio Show by mail, telephone, fax or on-line. All reservations must be made through Expovision. Hotels will not accept direct reservations.

The earlier you make your reservations, the better your chance of receiving your first choice hotel. Housing forms are due to Expovision by August 29, 2007. Requests received after this date will be assigned on a space available basis.

Reservations will be confirmed directly by Expovision and hotel cancellation policies will be noted. Any cancellations or changes must be made directly with Expovision prior to your arrival date by mail, telephone, fax or online. Expovision will issue a new confirmation detailing your change. Expovision can be reached by phone at 1 (888) 622-8830 (US only) or 1 (703) 205-9114 or fax 1 (703) 205-0235. Expovision staff will be available onsite at the NAB Radio Show to assist you. Assistance booths will be located in the Charlotte Convention Center.

Please note: Requests for reservations are assigned on a first-come, first-served basis. Every effort will be made to accommodate your first choice hotel. If your requested hotel is not available, Expovision will confirm comparable accommodations and can place your name on a waiting list for your preferred choice. Companies requiring several rooms may be placed in more than one hotel.

Data Collection: By registering for the NAB Radio Show, you consent to NAB's collection and storage of the data on this form in the United States.

**Method of Room Deposit**

Deposits are non-refundable after August 29, 2007.  Check \$ \_\_\_\_\_ (Made payable to Expovision in U.S. currency)

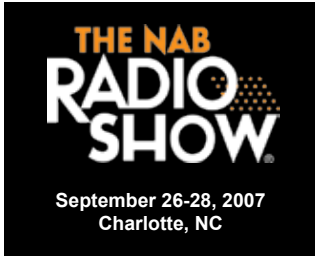
Credit Card:  American Express  Diners Club  Discover  Mastercard  Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Credit Card Zip Code: \_\_\_\_\_

Cardholder's Name (print): \_\_\_\_\_ Cardholder's Signature (required): \_\_\_\_\_

*\*Reservation will not be processed without signature and credit card zip code.*





# Hospitality Suite Rates and Surcharges

**YOU MUST BE AN EXHIBITOR, SPONSOR, OR NAB MEMBER TO RESERVE A SUITE.**

**Complete the Suite Reservation Form in its entirety. All suites will be assigned by NAB Housing.**

**SURCHARGE POLICY:** All suites are subject to a non-refundable surcharge, which must be received at the time of your request. Your surcharge must be made by check payable to NAB Housing/Exposition in U.S. funds.

**DEPOSIT INFORMATION:** All suite requests require a deposit equal to the first night's suite rate plus 15.5% tax. Your deposit may be made by using a credit card (American Express, Discover, MasterCard or Visa) or by check payable to NAB/Exposition Housing in U.S. funds. If a credit card is used, NAB/Exposition Housing will immediately charge the deposit upon receipt of the request. Credit card charges may not be changed to another credit card once the initial charge has been processed. Reservations cannot be processed without a deposit.

**PROGRAM LISTING:** If you want your suite included in the convention program please indicate "yes" on the Suite Reservation Form; otherwise it will not be listed. Suite requests must be received by August 14 to be included in the program and on the official NAB signs. The program listing will include your company name, address, telephone number and hotel location.

**CHANGES AND CANCELLATIONS:** Cancellations or changes to your suite reservation must be submitted in writing to NAB Radio Show Housing by August 29, 2007.

	Specifications		Daily Hotel Rates		Surcharge Payable to NAB		
	Parlor Sq Feet	Parlor Capacity	1 BR+ Parlor	2 BR+ Parlor	Exhibitor/Sponsor Member	Exhibitor/Sponsor Non-Member	NAB Member
<b>HILTON</b>							
Hospitality Suite	690	20	\$269	\$438	\$400	\$800	\$400
Specialty Suite	650	15	\$359	\$528	\$400	\$800	\$400
Presidential Suite	1,486	30	\$450	\$619	\$600	\$1,200	\$600

## WESTIN

Executive Suite	635	10-12	\$325	\$524	\$400	\$800	\$400
Presidential Suite	1,300	25-30	\$950	\$1,149	\$600	\$1,200	\$600

**NOTE:** Parlor square feet specification indicates square footage of entire suite (including bedroom). Parlors are to be used expressly for hospitality purposes only. Furniture cannot be dismantled or removed from suites and guest rooms. Parlors may not be used for exhibits or displays. Additional electrical hook-ups will not be allowed. Suites will be assigned upon availability.

