

# NAPSLO SUITE RESERVATION FORM

## 2017 ANNUAL CONVENTION • SAN DIEGO • SEPT 10-13, 2017

Quoted rates are per day. Rates do not include taxes.

- All requests for suites must be made in writing. Suite reservation requests prior to the night of 9/10 or after the night of 9/13 will be handled on space available basis. All persons listed on this form must be registered for the convention.
- **Due to a limited number of suites available, suites are limited to one suite per registered firm.**
- Please indicate your suite preference by indicating your 1st through 6th choice. If choices are not indicated or available, NAPSLO will place you in the suite category closest to your preference unless noted. Incomplete choices will only delay processing.
- Suite confirmations will be e-mailed from the hotel. **E-mail changes in arrival/departure dates and cancellations directly to Vicky@napslo.org.**
- Once you receive confirmation of your suite type, please coordinate your food & beverage needs with the hotel contacts noted below. Please finalize your food and beverage needs for your suite at least two (2) weeks prior to arrival. Contact Jonathan De Freitas at the Hyatt (619-358-6647, jonathan.defreitas@hyatt.com) or Ariane Estepa at the Marriott (619-230-8953, or ariane.estepa@marriott.com).

CHOICE - Please indicate 1st through 6th choice. Incomplete choices will only delay processing.

MARRIOTT MARQUIS SAN DIEGO MARINA

\_\_\_\_\_ Executive .....\$750

**NAPSLO USE ONLY**  
 Entered: \_\_\_\_\_  
 Res# \_\_\_\_\_  
 Suite Type: \_\_\_\_\_  
 Bedroom(s) \_\_\_\_\_  
 Rate: \_\_\_\_\_  
 # \_\_\_\_\_ of \_\_\_\_\_

During the convention, do you give permission for NAPSLO or hotel staff to display or communicate your suite number to registered delegates?

\_\_\_ Yes \_\_\_ No

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

NAME OCCUPYING SUITE \_\_\_\_\_ NAME FOR 2ND BEDROOM \_\_\_\_\_

E-MAIL ADDRESS FOR CONFIRMATION \_\_\_\_\_ FAX \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

Members of Hyatt or Marriott's frequent traveler program, indicate your number: \_\_\_\_\_

### SUITE USAGE POLICY

Number Hotel

In order to reserve a suite, your firm must agree to all NAPSLO policies and procedures noted on this form and on the convention website. It will be necessary for all employees and guests to be registered for the convention in order to gain access to your suite. Unregistered attendees could be subject to a convention registration fee.

SIGNATURE (required to process request) \_\_\_\_\_ DATE \_\_\_\_\_

A credit card is required to process all suite reservations. Please provide credit card information below. One (1) night deposit will be due at time of booking. Reservations cancelled prior to fourteen (14) days of arrival are refundable. Your signature below indicates credit card authorization for room and tax charges. If you fail to arrive on your confirmed arrival date, your reservation will be cancelled for all nights and your deposit will be forfeited. There will be no refunds for changes or cancels after the fourteen (14) days prior to arrival. All hotel suite cancellations and changes must be made in writing and email to vicky@napslo.org.

PLEASE NOTE: NAPSLO room cancellation policy differs from the hotel policies.

### DEPOSIT REQUIREMENTS - CREDIT CARD AUTHORIZATION POLICIES

Method of payment:  AMEX  MC  VISA  Check

CREDIT CARD# \_\_\_\_\_ Exp. Date (mmyy) \_\_\_\_\_

NAME ON CARD (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# NAPSLO SUITE DESCRIPTION FORM

2017 ANNUAL CONVENTION • SAN DIEGO • SEPT 10-13, 2017

Marriott Marquis San Diego Marina  
333 West Harbor Drive

Executive Suite  
400 square feet  
\$750 1 bedroom

Executive Suite

