



HOUSING FORM ANC 2006

**THREE EASY WAYS TO REGISTER:**

1. INTERNET: Register online at www.schoolnutrition.org
2. FAX: Fax credit card payment and a complete housing reservation form, one per room, to (803) 753-9079.
3. CALL: SNA Housing Call Center; Monday – Friday, 9:00 am – 8:00 pm (EST) at (888) 351-8969.

Please complete this form if you are an individual attendee. Use one Housing Form per room. Make copies as needed.

HOUSING DEADLINE: June 21, 2006

Are you an EXHIBITOR or ATTENDEE? (check one)

SEND CONFIRMATION TO: *(Fill this portion completely)*

First Name

Last Name

Company/Organization

Mailing Address

City State/Province

Zip Code/Country

E-mail Address

Fax (Country Code/Area Code/#) Phone (Country Code/Area Code/#)

HOTEL INFORMATION:

Arrival Date

Departure Date

Smoking Non-smoking

HOUSING CUSTOMER SERVICE:

Contact the SNA Housing Call Center
Monday–Friday, 9:00 am–8:00 pm (EST)
E-mail: schoolnutrition@conferencedirect.com
Telephone: (888) 351-8969
(506) 637-0281
Fax: (803) 753-9079

HOTEL SELECTION: *(List three choices in order of preference.)*

First Choice Hotel

Second Choice Hotel

Third Choice Hotel

Reservations will be processed on a first-come, first-served basis. Every attempt will be made to accommodate your request. If all three requested hotels are unavailable, please process this reservation according to:

- Location Rate

- Single (1 person) Double (2 people)
 Triple/Quad (3 or 4 people)
 Suites (call for availability and information)

List all occupants in room: *(Include yourself)*

Guest #1

Guest #2

Guest #3

Guest #4

CREDIT CARD PAYMENT INFORMATION: Please guarantee my room to the following credit card: MC VISA AMEX

Card Number

Cardholder's Name *(Please Print)*

Expiration Date *(Month/Year)*

Signature

If paying by check, please make check payable to **ANC 2006/Conference Direct**. Payment must be in U.S. currency drawn on U.S. Bank. **NO WIRE TRANSFERS ACCEPTED**. Please mail completed reservation form with check to: **ANC 2006/Conference Direct, 17206 Lancaster Hwy., Ste. 508, Charlotte, NC 28722.**

ACKNOWLEDGMENTS: Hotel room acknowledgments will be sent after each reservation booking, modification and/or cancellation. Review this carefully for accuracy. If you do not receive a confirmation via e-mail, fax or mail within 10 days after any transaction, please contact the SNA Housing Call Center, Monday – Friday, 9:00 am–8:00 pm (EST) at (888) 351-8969 or (506) 637-0281.

ROOM RATES/TAXES: Support SNA and our fabulous host hotels! Book through the Housing Bureau for special SNA conference rates, be sure to book your reservation by June 21, 2006. After June 21, 2006, the official conference blocks will be released back to the hotels and the hotels may charge significantly higher rates. All rates are per night and are subject to a 14% occupancy tax (subject to change). Hotels may charge additional fees for rooms with additional occupants. When making a reservation, please provide a room and bedding preference on the Housing Form. The hotels will assign specific room types upon check-in, based upon availability. Please be advised that requests are not guaranteed.

GUARANTEES: All hotels require a valid Credit Card guarantee with each reservation request. Credit cards may be charged a one night's room deposit after June 21, 2006. Requests received without credit card information will not be processed. Please fill out the credit card information entirely. All cancellations made after June 21, 2006, are NON-REFUNDABLE.

CANCELLATION POLICY: A \$25.00 processing fee will be charged per reservation for all cancellations made prior to June 21, 2006. In addition to this processing fee, cancellations and no-shows after the June 21 cut-off will be subject to individual hotel cancellation policies. Cancellation fees will be processed no later than 90 days after the conference.

MODIFICATION/CANCELLATION: Continue to make, modify and/or cancel reservations through June 21, 2006, based on availability, via the Web or SNA Housing Call Center. Beginning **July 7, 2006**, you may contact the hotels directly. If you have already booked a room and would like to review/change your reservation, please visit www.schoolnutrition.org and enter your last name and confirmation number to locate your record until June 21, 2006.

It has become common practice in the U.S. hotel community to charge organizations and associations for rooms that are canceled or released at the last minute. Because of increasing costs for rooms released or canceled by attendees, the above policies will be strictly enforced.