



**HOUSING DEADLINE: June 5, 2013**

# 2013 HOUSING FORM



Support SNA and our fabulous hotels! Book through the Conference Direct Housing Bureau for special SNA conference rates. Be sure to book your reservation by **JUNE 5, 2013**. After **JUNE 5**, the official conference blocks will be released. All rates are per night and are subject to taxes and subject to change without notice. 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.

### THREE EASY WAYS TO BOOK YOUR ROOM:

1. Online at [www.schoolnutrition.org/anc](http://www.schoolnutrition.org/anc) (**credit card payments only**)
2. Fax credit card payment and a complete housing reservation form to (704) 927-1439. Please use only one form per room.
3. Call SNA's Housing Call Center; Monday-Friday, 9 am-5 pm (EST) at (877) 440-7549 or e-mail [sna@conferencedirect.com](mailto:sna@conferencedirect.com).

**Individual attendees complete this form. Use one Housing Form per room. Make copies as needed. Housing Deadline: JUNE 5, 2013**

**SEND CONFIRMATION TO:** (Fill this portion completely) Are you an  ATTENDEE **OR**  EXHIBITOR? (check one)

First Name		Last Name	
School/District/Company/Organization		Mailing Address	
City	State/Province	Zip Code/Country	E-mail Address
Phone (Country Code/Area Code/#)/Cell Phone		Fax (Country Code/Area Code/#)	

### HOTEL INFORMATION (select bed type & hotel):

(NOTE: All properties are non-smoking facilities.)

#### Single rates:

- Kansas City Marriott DTWN (HQS)-\$151
- Crowne Plaza KC DTWN-\$159     Hotel Phillips-\$146
- The Aladdin-\$125                       Westin KC at Crown Ctr-\$152
- Hilton President KC-\$157             Sheraton KC at Crown Ctr-\$148

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

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

**CANCELLATION POLICY:** A \$30.00 processing fee will be charged per reservation for cancellations through JUNE 17 and beginning JUNE 18, a fee of \$90 will be charged. In addition to this processing fee, cancellations and no-shows will be subject to the individual hotel policy, stating that cancellations made within 72 hours of arrival will be charged one night's room and tax.

Please initial here to indicate that the attendee has read and agrees to all policies.

List all occupants in room: (Include yourself)

Guest #1 \_\_\_\_\_

Guest #2 \_\_\_\_\_

Guest #3 \_\_\_\_\_

Guest #4 \_\_\_\_\_

**GUARANTEES:** All hotels require a valid Credit Card guarantee with each reservation request. Credit cards may be charged one night's room deposit after **JUNE 23, 2013**. Requests received without credit card information or payment will not be processed. Please fill out the credit card information below entirely. If using a **debit card** for incidentals, the hotel will authorize a **minimum of \$75** immediately upon check-in.

**NOTE:** School nutrition operator guests who are not listed on this form will NOT receive room drops.

**MODIFICATION/CANCELLATION:** You may continue to modify and/or cancel reservations based on availability via the Web or SNA Housing Call Center through **JUNE 27, 2013 at 5 pm (EST-Date Subject to Change)**. If you have already booked a room and would like to review/change your reservation, visit [www.schoolnutrition.org/anc](http://www.schoolnutrition.org/anc) to be directed to the Conference Direct Housing Bureau website, where you can enter your last name and acknowledgment number to locate your record. Beginning **JULY 5, 2013**, you may contact the hotel directly; however, please do not make hotel changes at this time, only reservation date changes.

**TAX EXEMPTION:** Only State of Missouri Employees are exempt.

**FINANCE NOTICE/CHECK PAYMENT/CRITICAL CUT-OFF DATE MAY 31, 2013:** 1.) Contact hotel in advance to arrange tax exemptions. 2.) School Districts paying hotel expenses by check, remember to bring credit card or cash for incidental charges. When sending check(s) for multiple attendees, please list their names and provide a contact name and telephone number. Beginning **JUNE 1**, checks must be sent **DIRECTLY** to the Hotel, with a copy of the Housing Form. Please make checks payable to the hotel where your reservation is confirmed. **DO NOT** make checks payable to SNA or Conference Direct. **HOTEL MUST RECEIVE ALL CHECKS NO LATER THAN 30 DAYS PRIOR TO YOUR ARRIVAL.** 3.) School Districts paying hotel expenses by credit card, contact the hotel for credit card authorization form, prior to arrival. **Please go to the SNA Website for hotel contacts.** **NOTE:** If you submit a check payable to your hotel and you change hotels, you must contact the Housing Bureau to ensure the check is applied to the hotel holding your reservation. This will ensure a seamless check in when you arrive.

**ACKNOWLEDGMENTS:** Hotel acknowledgments will be sent after each reservation booking, modification, and/or cancellation. Review this carefully for accuracy. If you do not receive an acknowledgment via e-mail or fax within 10 days after transaction, please contact the SNA Housing Call Center, Monday-Friday, 9 am-5 pm (EST) at (877) 440-7549 or e-mail [questions@conferencedirect.com](mailto:questions@conferencedirect.com).

**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 or exhibitors, the above policies will be strictly enforced.**

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

Card Number	Expiration Date (Month/Year)
Cardholder's Name (Please Print)	Signature

\* By signing your name, you are indicating you have read and agree to all stated housing policies. If paying by check, please make it payable to ANC 2013/Conference Direct (**NOT TO HOTEL**). Payment must be in U.S. currency drawn on a U.S. bank. **NO WIRE TRANSFERS ACCEPTED.**

**MAIL COMPLETED HOUSING FORM & CHECK PAYMENT, UNTIL MAY 31, TO:  
ANC 2013/CONFERENCE DIRECT, 5600 SEVENTY SEVEN CENTER DRIVE, STE 240, CHARLOTTE, NC 28217**