



**NATIONAL ASSOCIATION OF
CHURCH BUSINESS ADMINISTRATION**
53RD NATIONAL CONFERENCE
LONG BEACH, CA
JULY 17-21, 2009

Reservations can be made between
November 24, 2008 and June 17, 2009.
Reservations are subject to availability.
Choose one of the following methods.

- NO PHONE RESERVATIONS -

- Online -
www.nacba.net/2009

- Mail -
Long Beach Housing Bureau
One World Trade Center, Suite 300
Long Beach, CA 90831

- FAX -
562.436.5151

Reserve by June 17, 2009

Acknowledgements

Confirmations will be sent after each reservation booking, modification, and/or cancellation. Review it carefully for accuracy. If you do not receive a confirmation via email, FAX, or mail within 5 business days after the transaction, please contact Sue Frye at suef@longbeachcvb.org. Individual hotels will NOT mail additional confirmations.

Room Rates/Taxes

To take advantage of the special NACBA conference rates, be sure to book your reservation by June 17, 2009. After that date, the NACBA room blocks will be released and reservations will only be accepted at the conference rate based on availability. All rooms are subject to 15.1% tax.

Deposits

All hotels require a credit card guarantee of one night's room and tax with each reservation request. Housing forms received without a valid credit card will be returned and will not be processed. Credit Cards must be Valid through July 2009 in order to be considered a proper guarantee.

NO CASH OR CHECK DEPOSITS ACCEPTED.

Changes/Cancellations

Continue to modify and/or cancel reservations until July 1, 2009, via the Long Beach Housing Bureau via Internet, FAX, or mail. After July 1, cancellations and/or changes should be made with the hotel. No-Shows or any cancellations made within 72 hours of the confirmed arrival date will result in forfeiture of the one night room and tax deposit.

NACBA National Conference July 17-21, 2009 ~ Long Beach, California

HOTEL RESERVATION FORM

Primary Guest Information:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Day phone: _____

Arrival Date: ____/____/____

Departure Date: ____/____/____

Hotel Selection:

Please number hotels in order of preference.

____ Westin (\$185/night) (headquarters hotel)

____ Hyatt (\$155/night-single & double; \$180-triple; \$205 quad)

____ *Hilton (\$160/night)

____ Renaissance (\$157/night)

____ Best Western Convention Center (\$132/night)

Room Type: (MUST FILL OUT)

Number of people in room: ____

Number of beds in room: ____

List all occupants in the room (including yourself)
(Indicate if guest is child under age 18)

1. _____ 2. _____

3. _____ 4. _____

* Early check-out charge unless prior notification

All reservations will be processed on a first-come, first-served basis.

Special Requests: ____ Smoking ____ ADA

____ Other _____

You will be charged the above rates for reservations.

The hotels will assign specific room types at check-in, based upon availability. Please be advised that requests cannot be guaranteed.

Billing Information:

All hotels require a deposit of one night's charges in the form of a credit card. Housing forms received without a valid deposit will be returned and will not be processed.

Credit card must be valid through the dates of the conference, or the reservation will not be processed.

Method of Payment for Deposit on Reservation:

MasterCard American Express

Visa Other _____

Card Number: _____

Expiration Date: ____/____
(Must be valid through 7/09)

Name on Card

(FILL OUT THIS PORTION COMPLETELY)

Send Confirmation to

Last: _____ First: _____ MI: ____

Email Address: _____

Company/Church: _____

Address: _____

City: _____ State: __ Zip: _____

Phone: _____ FAX: _____

Use one form per room. Make copies as needed.
DO NOT SEND forms to NACBA.
FAX forms to 562.436.5151 or mail to
Long Beach Housing Bureau, One World Trade Center Suite, 300, Long Beach CA 90831