112th SESSION OF THE NATIONAL BAPTIST CONGRESS OF CHRISTIAN EDUCATION
DR. JAMES H. COKLEY, CONGRESS PRESIDENT

AUXILIARY OF THE NATIONAL BAPTIST CONVENTION USA, INC.
DR. JERRY YOUNG, NATIONAL PRESIDENT

GENERAL HOUSING FORM
JUNE 19 – JUNE 23, 2017
St. Louis, MO

DEADLINE: ALL Delegates – April 7, 2017 Requests received after the deadline could possibly be assigned at a hotel not in the housing package.

HOTEL REQUEST: Fax, Mail, or Internet (Do not send form twice or deposit may be charged twice) housing request form. Telephone reservations will NOT be accepted. A credit or debit card only for guarantee in the amount of $200 for each room must accompany all housing requests. The hotel will debit your credit or debit card, “not” NBC Housing.

NBC Housing
C/O Mt. Ollie Baptist Church
P.O. Box 330512
1698 St. Marks Ave.
Brooklyn, NY 11233
E-mail: housingnbc@aol.com
Fax: 718-385-0140 Tel. 718-346-9290 Toll Free # (866) 531-3003
Hours of Operation: 10:00 am – 6:00 pm EST Monday – Friday

GROUP BLOCKS: Deadline: March 30, 2017. The maximum number of group rooms that can be requested is 30, regardless of church or group affiliation. Group procedure must be explained by a Housing Agent at 718-346-9290. All requests for 10 rooms or more must be submitted to the Housing Office, with a completed Hotel Reservation Form accompanied by credit or debit card for a deposit in the amount of $200.00 per room along with four hotel selections in order of preference.

CHANGES/CANCELLATIONS: Any cancellations received after April 28, 2017 11:59 PM will forfeit the $200 deposit regardless of the individual hotel cancellation policies. All forfeited deposits will go directly to the Housing Office unless the cancellation is made within 24 hours of arrival, in which case the hotel will retain the $200 deposit. Delegates have until April 28, 2017 to make changes/cancellations with the Housing Office. After April 28, 2017 delegates will need to contact the hotel directly. Please allow 30-60 days after the last day of the meeting for processing of refunds. Penalties for early departures are enforced and vary by hotel. Failure to arrive on your scheduled date will result in the loss of your deposit and cancellation of your full reservation.

ACCOMMODATIONS: In the event none of your choices are available, every effort will be made to assign comparable housing based on your first choice. Bed types are not guaranteed and are assigned on “first come - first serve” basis on arrival, based upon availability.

ROOM ACKNOWLEDGMENTS AND CONFIRMATIONS: Upon completion of your reservation requests, the confirmations will come directly from the hotel via EMAIL. (Please provide a “LEGIBLE” email address in order to receive a confirmation) to the registrant only. Rate is inclusive of rebate/commission to the organization.
(PLEASE TYPE OR PRINT AND COMPLETE ALL INFORMATION)

REGISTRANT: PERSON TO WHOM ACKNOWLEDGMENT WILL BE EMAILED (St. Louis, MO)

AUXILIARY NAME: ___________________   REGISTRANT NAME____________________

MAILING ADDRESS OR P.O. BOX: _____________________________________________

CITY: __________________________            STATE: _____                           ZIP CODE: ________

TELEPHONE NUMBER: DAY: _______________________

EMAIL: PLEASE PRINT ______________________________________________________________

ROOM INFORMATION

ARRIVAL DATE: _______________  DEPARTURE DATE: ______________

CHECK ONE:
[ ] KING (1 BED, 1 or 2 PERSONS)
[ ] DOUBLE/Double (2 BEDS, 2 PERSONS)
[ ] TRIPLE (2 BEDS, 3 PERSONS)
[ ] QUAD (2 BEDS, 4 PERSONS)
[ ] ADA Accessible
[ ] Non Smoking

Number of Adults___________  Number of Children_______________

Occupant Names: List all occupants names and arrival/departure dates if different

1. ____________________________ 2. ____________________________  
3. ____________________________ 4. ____________________________

Special Requests: __________________________________________

ADA requirements: (please explain):

ENTER HOTEL CHOICE (S):

1. ______________________________________ 2. ________________________
3. ______________________________________ 4. ________________________

If my first choice is not available, my preference is a hotel with:

_____A inexpensive rate  _____Closer to the Convention Center  _____Adhere to bed type request

If I cannot be placed in one of the above choices, please return my deposit.

PAYMENT INFORMATION

By signing below, I authorize the hotel to charge the required deposit of $200 to the credit card indicated below: (Hotel reservation will not be booked without valid credit card information. Credit cards must be valid through 06/17).

[ ] American Express  [ ] Discover  [ ] MasterCard  [ ] Visa

Card Number_________________________  Exp. Date__________

Name on Card (Please Print): ________________________________

Cardholders Signature____________________________________
<table>
<thead>
<tr>
<th>DESIGNATED HOTELS</th>
<th>DISTANCE TO AMERICAS CONVENTION CENTER</th>
<th>SINGLE/DOUBLE/TRIPLE / QUAD 1, 2, 3 or 4 Persons</th>
<th>SUITE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courtyard by Marriott</strong></td>
<td>Adjacent</td>
<td>$164.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Drury Plaza Hotel</strong></td>
<td>7 Blocks</td>
<td>$159.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Embassy Suites Downtown</strong></td>
<td>Adjacent</td>
<td>$186.00 + Taxes</td>
<td>All Suite Hotel</td>
</tr>
<tr>
<td><strong>Hampton Inn Downtown St. Louis at the Gateway Arch</strong></td>
<td>3 Blocks</td>
<td>$145.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Hilton St. Louis Airport</strong></td>
<td>15 Miles</td>
<td>$145.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Hilton St. Louis Downtown at the Arch</strong></td>
<td>4 Blocks</td>
<td>$169.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Holiday Inn St. Louis Downtown-Convention Center</strong></td>
<td>Adjacent</td>
<td>$139.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Lumiere Hotel</strong></td>
<td>4 Blocks</td>
<td>$169.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Marriott Airport</strong></td>
<td>15 Miles</td>
<td>$145.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Renaissance St. Louis Airport</strong></td>
<td>15 Miles</td>
<td>$149.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>St. Louis City Center</strong></td>
<td>13 Blocks</td>
<td>$159.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
<tr>
<td><strong>Westin St. Louis</strong></td>
<td>9 Blocks</td>
<td>$199.00 + Taxes</td>
<td>Available Upon Request</td>
</tr>
</tbody>
</table>

**Tax is: 16.93%**  
(Not included in the room rates)