

137th ANNUAL SESSION
NATIONAL BAPTIST CONVENTION, USA INC.
DR. JERRY YOUNG, PRESIDENT



GENERAL HOUSING FORM
SEPTEMBER 4, 2017 – SEPTEMBER 8, 2017
CINCINNATI, OHIO

General Housing Form

DEADLINE: July 28, 2017 @ 5pm est. 1 room per General form. (No TBA's will be accepted)

HOTEL REQUEST: (Telephone reservations will not be accepted) **Please send the original form by email, fax, or US mail.** A credit card for guarantee and deposit is required and cards will be charged a \$200 deposit. It is at the discretion of the hotel as to whether they will charge the credit card. **NO CHECKS**

Mail to:

Cincinnati USA CVB
525 Vine Street, Suite 1200
Cincinnati, OH 45202

Email: jlykins@cincyusa.com

Fax: 513-621-2156 Attn: Jessica Lykins

Hours of Operation: Monday-Friday 8am-5pm EST

GROUP BLOCKS: All multiple room requests must be submitted with a completed housing form, rooming list and a credit card on which to charge a \$200 deposit per room. It is at the discretion of the hotel as to whether they will charge the credit card. **NO CHECKS.** All requests for 10 or more rooms, regardless of group affiliation are subject to **APPROVAL** by the **NBC Housing Office.**

CHANGES/CANCELLATIONS: Changes and cancellations can be made by emailing jlykins@cincyusa.com, via fax, or by mail. Any cancellation received **after August 17, 2017 @ 5pm est.** will forfeit a deposit \$200 at the assigned hotel. Delegates have until **August 17, 2017 @ 5pm est.** to make changes/cancellations with the Cincinnati USA CVB. After **August 17, 2017** delegates will need to contact the hotel directly. Penalties for early departures are enforced and vary by hotel. Failure to arrive on your scheduled date will result in a no-show, the loss of your full deposit, and cancellation of your entire reservation.

ACCOMMODATIONS: Bed types are not guaranteed and are assigned on "first come - first serve" basis, based upon availability.

ROOM ACKNOWLEDGMENTS AND CONFIRMATIONS: Upon completion of your reservation requests, the Cincinnati USA CVB Housing Office will EMAIL acknowledgments. The assigned hotel may or may not send confirmation numbers. Rate is inclusive of rebate/commission to the organization
(PLEASE TYPE OR PRINT AND COMPLETE ALL INFORMATION) Cincinnati, Ohio

REGISTRANT: PERSON TO WHOM ACKNOWLEDGMENT WILL BE EMAILED GENERAL

NAME: _____

MAILING ADDRESS OR P.O. BOX: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: DAY: (____) _____ FAX: (____) _____

EMAIL: _____

ROOM INFORMATION:

ARRIVAL DATE: _____ DEPARTURE DATE: _____

CHECK ONE:

- King Bedded Room (1 room with 1 King Bed) Triple (1 Room with 2 Double Beds)
 Double / Double Room (1 room with 2 Double Beds) Quad (1 Room with 2 Double Beds)

ADA Accessible

Special Requests/ADA requirements: (please Explain): _____

Number of Adults _____ Number of Children _____

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

1. _____ 3. _____

2. _____ 4. _____

ALL occupant names MUST be listed in order to assign the appropriate bed type

ENTER HOTEL CHOICE (S):

1. _____ 3. _____

2. _____ 4. _____

PAYMENT INFORMATION

By signing below, I authorize the hotel to charge the required deposit of \$200.00 to the credit card provided.
CHECKS ACCEPTED.

NO

(Hotel reservation will not be booked without valid credit card. Credit cards must be valid through 9/17)

American Express Discover MasterCard Visa Diner's Club

Card Number _____ Exp. Date _____

Name on Card: _____ Signature _____

HOTEL NAME Please note: 16.85% room tax *Not included in the room rates ** HOTELS**	DISTANCE TO Duke Energy Center	RATE	SUITE RATE (P+1=Parlor + 1Bedroom)
Marriott (located in Covington Kentucky)	2 Miles	\$129.00 + 11.3% Tax (not included in rate)	Upon request
Radisson (located in Covington Kentucky)	1.5 Miles	\$125.00 + 11.3% Tax (not included in rate)	Upon request
Hilton Netherlands (Limited Availability) <big>SOLD OUT</big>	1 Block	\$129.00 + Tax (not included in rate)	Upon request