



HOW TO MAKE RESERVATIONS

Reservations can be made beginning May 1, 2015 by choosing one of the following methods:

1. On-line at www.nationalbaptist.com and then follow the instructions
2. Fax a completed form, one copy per room to **817-200-7088**
3. Mail a completed form, one copy per room to:

UPDRAFT COMMUNICATIONS, LLC
 5601 Bridge Street, Suite 300
 Fort Worth, TX 76112

****RESERVATIONS CANNOT BE MADE BY TELEPHONE****

MODIFICATION/CANCELLATION

You may continue to make new reservations, modifications and cancellations through **July 1, 2015** via Updraft Communications. Reservations secured by credit card may be modified and/or cancelled without penalty from the **OPEN DATE** through the **CUT-OFF DATE, August 13, 2015**. Any changes to existing reservations after that date would be made directly with the hotel

****FOR INQUIRIES ONLY CALL 1-800-901-0131****

Hotel Preference: Please indicate 1st, 2nd, and 3rd choice:

- Courtyard by Marriott Downtown Court Square \$139
(3 blocks from the Convention Center)
- Doubletree by Hilton Hotel Memphis Downtown \$179/\$189
(8 blocks from the Convention Center)
- Doubletree by Hilton Memphis East \$139
(9.79 miles from the Convention Center)
- Holiday Inn Downtown Memphis \$139
(8 blocks from the Convention Center)
- Hampton Inn & Suites Memphis - Beale Street \$175
(9 blocks from the Convention Center)
- Sleep Inn At Court Square \$139
(3 blocks from the Convention Center)
- Spring Hill Suites Memphis Downtown \$139
(3 blocks from the Convention Center)
- The Westin Memphis Beale Street \$139
(10 blocks from the Convention Center)

Room rate/taxes

To take advantage of the NBCUSA rate, be sure to book your reservation by **August 13, 2015.**

All rooms are subject to 15.95% state and local tax (*subject to change*) Hotels may charge additional fees for rooms upgrade.

ROOM TYPE

Hotels will assign specific room types upon check in based upon availability. *Please be advised that requests are not GUARANTEED*

- Non-smoking King
- Non-smoking 2 Double

**** PLEASE DO NOT CONTACT THE HOTELS DIRECTLY TO BOOK YOUR RESERVATION****

Arrival Date _____

Departure Date _____

Special Requests _____

DEPOSIT INFORMATION

All reservations **MUST** be guaranteed by a major credit card. Or \$200 Advance Deposit. The \$200 deposit will be forfeited for any reservation cancelled after July 1, 2015.

Acknowledgements:
 Acknowledgements for new reservations, modifications and cancellations can take up to three weeks to be sent to you. If you do not receive notification within 21 days, or **have any inquiries only** please contact UpDraft Communications at 1-800-901-0131

PLEASE PRINT

NAME (Guest #1) _____

Church/Organization _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (REQUIRED) _____

E-MAIL ADDRESS _____

Please list additional guests in room and note special requests (if any)

Name (Guest #2) _____ Special Requests _____

Name (Guest #3) _____ Special Requests _____

Name (Guest #4) _____ Special Requests _____

PAYMENT METHOD

\$200 Advance deposit Check# _____ (No Personal Checks Accepted)

AMEX Discover MasterCard Visa

Credit Card # _____ Expiration Date ____/____/____

Name (as it appears on credit card) _____

*Signature _____

*A signature is **REQUIRED** on all credit card transactions