

**108<sup>th</sup> SESSION OF THE NATIONAL BAPTIST CONGRESS OF CHRISTIAN EDUCATION  
DR. GEORGE W. WADDLES, SR., CONGRESS PRESIDENT**

**AUXILIARY OF THE NATIONAL BAPTIST CONVENTION USA, INC.  
DR. JULIUS R. SCRUGGS, NATIONAL PRESIDENT**



**GENERAL HOUSING FORM  
JUNE 17 – JUNE 21, 2013  
ST. LOUIS, MO**

**HOTEL REQUEST:** Fax or mail (**Only One**) housing request form. Telephone reservations will **NOT** be accepted. A deposit of \$200.00 for each room must accompany all housing request. Deposits will be accepted in the form of **CERTIFIED CHECK, MONEY ORDER, OR CREDIT CARD**. Make checks and money orders payable to NBC Housing Bureau. A \$25.00 Service charge will be applied to checks returned for non-sufficient funds. No checks will be accepted after May 1, 2013.

**All reservation requests will be made through the SLCVC Housing Bureau. \*\*Fax or mail only once (Do not send form twice or deposit may be charged twice)\*\***

**DEADLINE:** **DELEGATES** - **MAY 17, 2013.** **GROUP BLOCKS** – **April 5, 2013.** Requests received after the deadline could possibly be assigned at a hotel not in the housing package.

**DEPOSIT:** A \$200 deposit for each room reservation is required at the time of booking. Deposit will be accepted in the form of **CERTIFIED CHECK, MONEY ORDERS OR CREDIT CARD**. Make checks payable to the **NBC Housing Bureau**. Should your \$200 deposit check have insufficient funds or credit card be declined your room reservation will be cancelled.

**GROUP BLOCKS:** All multiple room requests must be submitted with a completed housing form, rooming list and required \$200 deposit per room. **All requests for 10 or more rooms regardless of group affiliation are subject to APPROVAL by the NBC Housing Office.**

**CHANGES/CANCELLATIONS:** Make changes and cancellations directly in writing only with the **NBC Housing Office or the SLCVC**. Reservations secured with a check deposit will be assessed a \$25.00 processing fee if cancelled at any time. **ANY ROOM RESERVATION CANCELLED ON OR AFTER MAY 6, 2013 WILL FORFEIT THE \$200.00 DEPOSIT.** All no – shows will be charged one night's room and tax.

**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 a first come first served basis based on hotel availability.

**ROOM ACKNOWLEDGEMENTS & CONFIRMATIONS:** Acknowledgements will be sent after each reservation booking, modification and/or cancellation. Review acknowledgements carefully for accuracy. If you do not receive an acknowledgement within 14 days after any transaction, please call the Housing Bureau at **888-882-5178**. The assigned hotel may or may not send confirmation numbers. Rate is inclusive of rebate/commission to the organization.

Mail or Fax (**NOT BOTH**)  
(Fax only if guaranteeing with a credit card)  
SLCVC/NBC Housing  
701 Convention Plaza Suite 300  
St. Louis, MO 63101  
FAX: (314)-621-9467 TOLL FREE (888)-882-5178

**(PLEASE TYPE OR PRINT AND COMPLETE ALL INFORMATION) ST. LOUIS, MO 2013**  
**REGISTRANT: PERSON TO WHOM ACKNOWLEDGMENT WILL BE SENT GENERAL FORM**

NAME: \_\_\_\_\_

ORGANIZATION/CHURCH: \_\_\_\_\_

MAILING ADDRESS OR P.O. BOX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER: DAY:(\_\_\_\_) \_\_\_\_\_ EVE:(\_\_\_\_) \_\_\_\_\_ FAX:(\_\_\_\_) \_\_\_\_\_

**(This is the quickest and most reliable method of confirmation)**

EMAIL: \_\_\_\_\_

**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)  
 ONE BEDROOM SUITE (Upon request only)

Number of Adults \_\_\_\_\_ Number of Children \_\_\_\_\_

Occupant Names: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**ENTER HOTEL CHOICE(S):**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

\_\_\_\_\_ If I can not be placed in any of the above hotel choices, please return form and deposit.

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

\_\_\_\_\_ An inexpensive rate    \_\_\_\_\_ Closer to the Convention Center    \_\_\_\_\_ Adhere to bed type request

**PAYMENT INFORMATION**

By signing below I am aware that it is at the discretion of the hotel to charge my card the \$200 Deposit in advance for my room request:

American Express     Discover     MasterCard     Visa     Other \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_

***[ ] Enclosed is a check for a minimum deposit of \$200.00***

**ST. LOUIS, MO 2013**

<b>HOTEL NAME</b> Please note: <b>Sales Tax is noted below</b> Not included in the room rates	Distance to the America's Center	SINGLE/DOUBLE/ TRIP/QUAD 1, 2, 3 or 4 Persons	SUITE RATE (P+1=Parlor + 1Bedrm)
<b>GENERAL HOTELS</b>			
<b>Crowne Plaza Downtown</b>	5 Blocks	\$136/\$136/\$136/\$136 Sales Tax 15.741%	Available Upon Request
<b>Doubletree Union Station (Faculty Headquarter Limited Availability)</b>	8 Blocks	\$135/\$135/\$135/135 Sales Tax 15.74%	Available Upon Request
<b>Drury Inn &amp; Suites</b>	Adjacent	\$134/\$134/\$134/\$134 Sales Tax 15.741%	Available Upon Request
<b>Drury Plaza @ the Arch</b>	8 Blocks	\$134/\$134/\$134/\$134 Sales Tax 15.741%	Available Upon Request
<b>Embassy Suites</b>	Across the Street	\$167/\$167/\$167/\$167 Sales Tax 17.741%	Suite Hotel
<b>Hampton Inn</b>	4 Blocks	\$149/\$149/\$149/\$149 Sales Tax 15.741%	Available Upon Request
<b>Hyatt Regency</b>	1 Mile	\$145/\$145/\$145/\$145 Sales Tax 16.741%	Available Upon Request
<b>Lumiere</b>	3 Blocks	\$149/\$149/\$149/\$149 Sales Tax 15.741%	Available Upon Request
<b>Ramada Plaza (Local Host Headquarter Limited Availability)</b>	2 Blocks	\$129/\$129/\$129/\$129 Sales Tax 15.741%	Available Upon Request
<b>Renaissance Airport (Laymen Headquarter Limited Availability)</b>	12 Miles	\$138/\$138/\$138/\$138 Sales Tax 16.175% +0.93 per night	Available Upon Request