

**MARRIED COUPLES CONFERENCE
DR. GEORGE W. WADDLES, SR., CONGRESS PRESIDENT**

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



**GENERAL HOUSING FORM
February 13, 2013- February 16, 2013
Memphis, TN**

DEADLINE: ALL Delegates – **January 7, 2013.** Requests received after the deadline could possibly be assigned at a hotel not in the housing package.

HOTEL REQUEST: Fax, Mail, or E-mail (Do not send form twice or deposit may be charged twice) housing request form. Telephone reservations will **NOT** be accepted. A credit card for guarantee or check/money order in the amount of \$200 for each room must accompany all housing requests. Deposits will be accepted in the form of **CERTIFIED CHECK, or MONEY ORDER** **No checks will be accepted after January 7th 2013.** A service charge of \$35.00 will be applied to checks returned for insufficient funds. Make checks and money orders payable to **NBC Housing** and mail to:

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

CHANGES/CANCELLATIONS: Any cancellations received after **December 21, 2012 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 **December 21, 2012** to make changes/cancellations with the Housing Office. After **December 21, 2012** 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.

ROOM ACKNOWLEDGMENTS AND CONFIRMATIONS: Upon completion of your reservation requests, the Housing Office will send acknowledgments via e-mail (by request only), fax or postal mail, (whichever the delegate provides) to the registrant only. Rate is inclusive of rebate/commission to the organization.

