



138<sup>th</sup> ANNUAL SESSION  
 NATIONAL BAPTIST CONVENTION, USA, INC.  
 DR. JERRY YOUNG, PRESIDENT

**INDIVIDUAL HOUSING FORM**  
 September 3-7, 2018 | Minneapolis, MN

**RESERVE ONLINE:**

<https://book.passkey.com/go/NBCUSA138>

**RESERVE BY PHONE:**

9:00am – 3:00 p.m. CST, Mon – Fri  
 1-888-947-2233 Domestic  
 1-612-767-8200 International callers

Please have your credit card number and your arrival and departure dates ready.

**RESERVE BY FAX:**

1-612-767-8201

**RESERVE BY MAIL:**

NBCUSA Housing Department  
 c/o Meet Minneapolis  
 250 Marquette Ave S., Suite 1300  
 Minneapolis, MN 55401

Please do not send repeat submittals for the same requests and do not fax or mail a form for reservations that you have already made online or by phone, or you risk making duplicate reservations.

You may email [housing@minneapolis.org](mailto:housing@minneapolis.org) with any inquires, changes or cancels.

- Only completed forms are accepted.
- Room types are assigned on a first-come, first-served basis.
- If your preferred hotel is not available, you will be assigned the next available property listed and/or the closest to the event.
- Allow 2 business days to receive your hotel acknowledgement. Review all information for accuracy.
- If you have not received your hotel acknowledgement by Friday, August 3, 2018 please contact the NBCUSA Housing Department at [housing@minneapolis.org](mailto:housing@minneapolis.org).
- The deadline to receive the group discounted rate on a space available basis is Friday, August 3, 2018.
- All reservation activity must come to the NBCUSA Housing Department through Thursday, August 23 2018.
- After Thursday, August 23, 2018, all reservations, changes and cancellations must be made directly with the hotel.

**DEADLINE:**  
**Friday, August 3, 2018**

**CONTACT INFORMATION:** Please PRINT clearly

**ONLY ONE ROOM PER FORM.** For requests of 10 or more rooms, please fill out ALL information below EXCEPT occupant section and then complete the attached room list form (subject to approval by NBCUSA).

Name of contact making reservation(s): \_\_\_\_\_

Church Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Acknowledgements may not be received if email filters are in place, so please add [groupcampains@pkghlrs.com](mailto:groupcampains@pkghlrs.com) to your safe senders list.*

**HOTEL PREFERENCE:** Please assign a number to the hotels below in order of preference 1 – 7. If preferences are not available, assignments will be made based on comparable rate and/or shortest distance to the Minneapolis Convention Center. Rates below are for single/double/triple/quad occupancy.

_____ AC Hotel	(11 blocks)	\$139/139/139/139
_____ Best Western	(5 blocks)	\$134/134/134/134
_____ Crowne Plaza	(6 blocks)	\$139/139/139/139
_____ Embassy Suites	(10 blocks)	\$149/149/ <b>164/179</b>
_____ Marriott City Center	(7.5 blocks)	\$145/145/145/145
_____ Radisson Blu	(7.5 blocks)	\$135/135/135/135
_____ Westin	(7 blocks)	\$140/140/140/140

**PLEASE COMPLETE THE FOLLOWING – ONLY ONE ROOM PER FORM:**

**ROOM TYPE REQUESTED:** NOTE: All hotels are 100% non-smoking.

- Single (1 person/1 bed)    Double (2 persons/1 bed)    Double (2 persons/2 beds)  
 Triple (3 persons/2 beds)    Quad (4 persons/2 beds)

ADA compliant room   Other special needs: \_\_\_\_\_

**NAME(S) OF ALL OCCUPANTS IN THIS ROOM INCLUDING SELF:**

Last Name	First Name	Arrival Date	Departure Date
<i>Maximum room occupancy is four (4) per city code.</i>			

**GUARANTEE/CANCELLATION POLICY:**

A major credit card number is required in order to secure a reservation. Credit cards are not charged to hold reservations. They are for guarantee purposes only. Cancellations after Friday, August 3, will be charged or forfeit a fee of \$200.00. A fee \$200.00 will be charged or forfeited on reservations that do not arrive and have not been cancelled (no-show). Early departures after check-in are subject to penalty fees set by the hotel.

**CREDIT CARD:** (Expiration date must be valid through September 2018.)

- American Express    MasterCard    Visa    Diner's Club    Discover Card

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: CHECKS NOT ACCEPTED.**