



# WORK TRUCK SHOW & NTEA ANNUAL CONVENTION March 9 – 12, 2010

America's Convention Center  
701 Convention Plaza  
St. Louis, Missouri 63101



### Instructions

To take advantage of the discounted event rates, use this form to book your reservation by **February 3, 2010**. Though reservations can be booked after this date via the St. Louis CVC Housing Bureau, we cannot guarantee discounted rates and availability at the contracted hotels. Reservation requests can be made by phone, mail, fax or Internet.

**Internet:** [www.ntea.com](http://www.ntea.com)

**Fax:** Only fully completed forms accepted at the St. Louis CVC Housing Bureau at 314-621-9467

**Mail:** Only fully completed forms will be accepted at the SLCVC Housing Bureau, 701 Convention Plaza, Suite 300, St. Louis, MO 63101.

### Acknowledgements:

Rooms will be booked on first come, first served basis. Acknowledgments will be sent after each reservation booking, modification, or cancellation. Review it carefully for accuracy. If you do not receive an acknowledgement via e-mail, fax or mail within 14 days after any transaction, please contact the Housing Bureau by calling **888-882-5202**, faxing to **314-621-9467** or e-mail [Housing@explorestlouis.com](mailto:Housing@explorestlouis.com). You will not receive a confirmation from the hotel.

### Room Rates/Taxes:

To take advantage of the special event rates, please book your reservation by **February 3, 2010**. Though room reservations can be booked after this date, there may not be rooms available at the discounted rates and in the **NTEA** contracted hotels. All rates are per room and are subject to **Insert 15.49%** tax (subject to change without notice). Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

### Deposits:

All rooms require a deposit equal to the first night's room & tax. The deposit can be made by credit card or check. Housing forms received without a valid credit card will be returned and will not be processed. Credit cards must be valid through **March 2010** in order to be considered a proper guarantee.

### Multiple Room Reservations:

Please contact the SLCVC Housing Bureau (888-882-5202).

### Changes/Cancellations:

A room reservation secured by a check as deposit will be assessed a \$25 processing fee if cancelled at any time. A room reservation secured by a credit card has until **February 3, 2010** (4pmCST) to cancel without penalty (unless otherwise indicated by your assigned hotel). A \$50 cancellation fee will be charged on reservations canceled after **February 3, 2010**. **DO NOT CONTACT YOUR HOTEL DIRECTLY UNTIL February 25, 2010** to allow your hotel to enter your room reservation into their in-house reservation system.

### HOTEL RESERVATION FORM

FOR BEST RESERVATION AVAILABILITY, MAKE YOUR RESERVATION VIA THE INTERNET

[www.ntea.com](http://www.ntea.com).

Reservation by phone: **888-882-5202**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

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

*If providing international numbers, please include country and city access numbers*

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

Company: \_\_\_\_\_

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

Address 2: \_\_\_\_\_

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

Country: \_\_\_\_\_

### HOTEL SELECTION

Please list four choices in order of preference.

First: \_\_\_\_\_ Second: \_\_\_\_\_

Third: \_\_\_\_\_ Fourth: \_\_\_\_\_

*If requested hotels are unavailable, a reservation will be made at the next available hotel.*

List All Room Occupants

\_\_\_\_\_  
\_\_\_\_\_

Check here if you have a disability requiring special services.

Special Requests:

### DEPOSIT INFORMATION

All reservation requests must be accompanied by a DEPOSIT in the amount of the first night's room & tax. Housing forms received without a valid deposit will not be processed. Faxed requests must include a VALID credit card. CREDIT CARD MUST BE VALID THROUGH MARCH 2010.

American Express     Discover     MasterCard     Visa

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

Name on Credit Card: \_\_\_\_\_

Cardholder's Signature\*: \_\_\_\_\_

*\*necessary to process reservation*

**Only one form of payment per reservation.**