

National League of Cities 2006 Congress of Cities Exhibitor Registration and Housing Form

Conference Date: December 5 - 9, 2006

Exposition Date: December 6 - 8, 2006

Deadline: November 11, 2006

For Faster Registration and Housing Reservation, Register On-line at <http://www.nlc.org>

***ALL EXHIBITOR BOOTH PERSONNEL** must be officially badged to gain admittance to this event. This form must be used to obtain EXHIBITOR BADGES for any full-time employees of your company who will be ACTUALLY STAFFING YOUR EXHIBIT during the Exposition move-in, show open, and/or move-out hours. (PHOTOCOPY AS NEEDED) These booth personnel credentials WILL NOT BE MAILED IN ADVANCE. They may be picked up at the Exhibitor's Registration Desk during normal published operating hours. Each exhibiting company will be allotted four (4) exhibitor badges for booth personnel per 10'X10' booth unit purchased. Additional badges over and above the allotted complimentary quantity will be required to pay a cost of \$50.00 per each additional badge.

Are you an Associate Member of NLC? Yes No
Are you a Corporate Partner of NLC? Yes No

Please complete the section below to obtain the Exhibitor Booth Personnel Badge.

If you require housing, please also complete the section to the right.

Name _____

Title _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Alternate Email _____

Booth Number _____

Check one: Complimentary Badge Paid Badge (\$50)

Credit Card Authorization: NLC Meeting Services is authorized to use the card below to pay applicable registration fees.

Exhibitor Registration Fee Payment Information:

Charge my REGISTRATION FEES to VISA, MASTERCARD, and AMEX listed below
Check for REGISTRATION FEES made payable to **National League of Cities**
Purchase Order for REGISTRATION FEES – Copy must be enclosed & payment must be received by **November 28, 2006**

Credit Card Number _____

Credit Card Expiration Date _____

Card Holder Name _____

Card Holder Signature _____

Return Exhibitor Registration and Housing Form to:

Fax: 703-631-6288 (Credit Card and Purchase Orders Only)
Mail: NLC Meeting Services, c/o J. Spargo & Associates
11212 Waples Mill Road, Suite 104, Fairfax, VA 22030

For more information:

Phone: 888-319-3864 or 703-449-6418
Email: nlccoregandhousing@jspargo.com

Office use only: Payment _____ Check# _____ Amount _____

HOTEL RESERVATIONS

You must be registered as an Exhibitor to reserve a hotel room. To guarantee your room, all hotels require a one night's deposit plus 13.5% tax, per room, 14 days prior to your arrival. This is required even if you plan to arrive before 6:00 pm. If accommodations are not guaranteed 14 days in advance, the reservation will be canceled.

Please make my hotel reservation as indicated below.

I do not require hotel accommodations at any of the hotels listed below.

Please contact me regarding suite information.

Room Dates: Arrival Date: ___/___/___

Departure Date: ___/___/___

Room Type: Single (1 person/1 bed) Smoking
 Double (2 people/1 bed) Non-Smoking
 Double/Double (2 people/2 beds)

Special Housing Request (e.g., wheelchair accessible rooms, etc.)

If you have special housing or transportation needs, please contact NLC Meeting Services.

Co-Occupant Name: _____

Hotel Choices:

Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "9" in order of your preference. The hotel listing appears in the order of the hotel map numbers. **Silver Legacy and Circus Circus are co-headquarter hotels.**

	Sgl/Dbt		Sgl/Dbt
<input type="checkbox"/> Silver Legacy	\$96/\$96	<input type="checkbox"/> John Asgaga's Nugget	\$94/\$94 + \$3 fee
<input type="checkbox"/> Circus Circus – Main Tower	\$89/\$89 + .75 fee	<input type="checkbox"/> Peppermill	\$94/\$94 + \$3.36 fee
<input type="checkbox"/> Circus Circus – Sky Tower	\$79/\$79 + .75 fee	<input type="checkbox"/> Reno Hilton	\$94/\$94
<input type="checkbox"/> Atlantis	\$115/\$115 + \$3 fee	<input type="checkbox"/> Siena	\$89/\$89
<input type="checkbox"/> Harrah's	\$89/\$89 + \$3 fee		

Hotel Deposit Information: All major credit cards *with expiration date of 12/06 or later* are accepted at the conference hotels. All checks, government purchase orders, vouchers or claims must be submitted to the hotel with your Reg ID number at least **4 WEEKS** (November 5, 2006) prior to arrival, and are *subject to hotel approval*.

Charge my HOTEL DEPOSIT to the credit card listed below.

Check for HOTEL DEPOSIT. Please submit to hotel address noted on confirmation

FOUR WEEKS prior to your arrival – **subject to hotel approval.**

Purchase Order for HOTEL Deposit. Please submit to hotel address noted on

confirmation **FOUR WEEKS** prior to your arrival - **subject to hotel approval.**

Credit Card Number _____

Credit Card Expiration Date _____

Card Holder Name _____

Card Holder Signature _____

NLC Meeting Services is authorized to use the above card to guarantee my hotel reservation. I understand that one night's room charge plus tax will be billed through this card if I fail to show up for my assigned housing on the confirmed date unless I have canceled my reservation with the hotel at least 72 hours in advance.

Office use only: Htl _____ Subblk _____ Cate _____ Rate _____