



35TH NISOA CONVENTION

July 15-18, 2010

Comfort Suites, South Bethlehem

HOTEL REGISTRATION FORM



Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Based on availability, \$89 plus tax for a King Run of House Mini Suite.

Credit Card _____ Number _____ Expiration date _____

Send check or money order to: Comfort Suites, 120 W. Third Street, Bethlehem, PA 18015. Attn: Terrie

RESERVATION PROCEDURES - Individual Guest will may call the Hotel Direct for Reservations

Attendees will be making their own reservations directly with our Reservation Department. To do so, they may call the hotel directly at 610-882-9700. **Be sure to advise your attendees to clearly identify your event/group when making their reservations so that they will qualify for their special group rate. The cut-off date is 06/17/2010.** Any reservations received after the cut-off date will be subject to availability and may not receive your special group rate. Any person paying a rate other than the negotiated group rate will not be counted in the group room block.

CHECK-IN AND CHECKOUT TIMES

The hotel's check-in time is 3:00pm and checkout time is 12:00 pm. Early check-in is based on a "space availability" basis and will not be guaranteed. Individuals staying in their rooms beyond checkout time will be billed one (1) additional nights stay. Late checkout is provided based on availability, although charges may apply. Special arrangements can be made by contacting the front desk. Luggage storage is available either for early arrival or late departure.

BILLING INSTRUCTIONS - Guests are responsible for Charges

GUARANTEE POLICY

All reservations must be guaranteed when making a group reservation. Individual attendees can guarantee payment by the following methods: A CREDIT CARD OR ADVANCE DEPOSIT.

REQUESTS

Room type (double, king), connecting rooms, handicapped rooms, and adjoining rooms are just that, requests. Our reservation department will do their utmost to accommodate each and every request. Please keep in mind requests are never guaranteed, but are honored upon availability.

AMENITIES

The Comfort Suites-Bethlehem offers all our guests a FREE Deluxe Continental Breakfast Buffet seven days a week from 6:30am - 10:00am. Our lounge and restaurant is open daily at 5:00pm. Our corporate guests have the use of voice mail, data ports, dry cleaning service, microwave, refrigerators, and shuttle service to and from the Lehigh Valley International Airport.

CANCELLATION POLICY - * All Deposits are Nonrefundable **

Any individual reservations under the group block must be cancelled by 4pm the day of arrival to avoid a no show charge.