



# NC Music Educators 2010 Housing Form

Winston-Salem, NC  
November 5-9, 2010

### ONLINE



www.visitwinstonsalem.com

### BY FAX



1.800.976.2282

### BY MAIL



Visit Winston-Salem Services Dept.  
200 Brookstown Ave.  
Winston-Salem, NC 27101

ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Company/School/Chorus Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address - **Required** \_\_\_\_\_

#### Print Names of ALL Room Occupants:

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

#### NCMEA Annual Convention Hotels:

Hotel accommodations will be made on a first come, first serve basis. If your selected hotel is not available, the next available hotel will be confirmed. **Note: The Services Dept. cannot guarantee bed type or special requests.** Please confirm your requests with the hotel upon check-in.

**Hotel Choices:** Indicate 1st and 2nd choice ( ), **circle** occupancy **and** bed type preferred

<b>Embassy Suites</b>	\$138	single/double/triple/quad	( )	Queen/Queen or King
<b>Hawthorne Inn</b>	\$ 98	single/double/triple/quad	( )	Double/Double or King
<b>*Marriott</b>	\$118	single/double/triple/quad	( )	Queen/Queen or King
<b>Wingate Inn</b>	\$ 94	single/double/triple/quad	( )	Double/Double or King

\*Non-smoking facility

**Special Requests:**  Handicap Accessible  Smoking  Other \_\_\_\_\_

**Room Guarantee:** I understand that the hotel will charge one night's room and tax to the credit card on file for cancellations not made at least 24 hours prior to the confirmed arrival date or if I fail to show on my confirmed arrival date.

**Credit Card: (circle) AMEX DIS MC VISA** Expiration date: \_\_\_\_\_

Card # \_\_\_\_\_

Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Check attached Check # \_\_\_\_\_ Amount \_\_\_\_\_

### Instructions

Requests for housing must be received by the Visit Winston-Salem Services Dept. by **Oct. 15, 2010.**

Requests for housing will be acknowledged via e-mail, within 3-5 business days. If you do not receive an e-mail from the Services Dept. within five business days, please contact the Services Dept.:

**336.728.4237** or  
**servicesdept@visitwinstonsalem.com**

The Services Dept. is not responsible for providing hotel *confirmations*. Once the reservation is made, the hotel will send a confirmation to the e-mail address provided on this form.

All reservations must be guaranteed with a credit card or check. Credit cards **will not** be charged prior to check-in at the hotel. If guaranteeing by check, a deposit equal to one night's stay must accompany this form. Please make checks payable to:

**Visit Winston-Salem Services Dept.**

**Please submit only one (1) form per room and list all room occupants.**

Any changes or cancellations must be made in writing to the Services Dept. by October 15, 2010. After Oct. 15, all new reservations, changes and cancellations must go directly through the hotel.

**All rates are subject to local sales and occupancy tax, currently 12.75%**