



North Carolina Music Educators Association

Housing Form-Members/Exhibitors/Honors Choruses

Winston-Salem, NC
November 11-15, 2011

ONLINE



www.visitwinstonsalem.com

BY FAX



1.800.976.2282

BY MAIL



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

Instructions

Requests for housing must be received by the Visit Winston-Salem Services Dept. by **Oct. 14, 2011**.

Requests will be acknowledged via e-mail within 5-7 business days. If you do not receive an e-mail from the Services Dept., please contact:

servicesdept@visitwinstonsalem.com
or **336.728.4237**

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. Make checks payable to:

Visit Winston-Salem Services Dept.



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

Any changes or cancellations must be made in writing to the Services Dept. by Oct. 14, 2011.

After Oct. 14, all new reservations, changes and cancellations must go directly to the hotel.

All rates are subject to local sales and occupancy taxes, currently 13.75%

ARRIVAL DATE: _____

DEPARTURE DATE: _____

First Name _____ Last Name _____ Company/School/Honors Chorus - please circle:
Elementary, Middle or High School

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

Embassy Suites \$154 single/double/triple/quad () Queen/Queen or King

Embassy Suites \$254 single/double/triple/quad () 2-Bedroom Suite

Marriott \$129 single/double/triple/quad () Queen/Queen or King

Embassy Suites & Marriott Cancellation Policies: **Cancellations made after Oct. 21, will be subject to a cancellation fee of one night's room and tax.**

Wingate Inn \$ 94 single/double/triple/quad () Double/Double or King

Hawthorne Inn \$103 single/double/triple/quad () Double/Double or King

Hawthorne Inn \$143 single/double/triple/quad () Suite

Overflow Properties' Cancellation Policies: **Cancellations must be made 24 hours prior to arrival date in order to avoid charges.**

Room Guarantee: I understand that the hotel will charge one night's room and tax to the credit card on file 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** _____