

HOTEL RESERVATION FORM

Cattle Industry Annual Convention & NCBA Trade Show
January 27-30, 2010 • San Antonio, Texas
Reservation Cut-Off Date: January 4, 2010

MAIL TO:
NCBA/San Antonio Housing Bureau
203 S. St. Mary's, Suite 200
San Antonio, TX 78205
or
Fax to: (210) 207-6702

- ATTENDEE
 EXHIBITOR

Reservations will not be processed if form is incomplete. Keep a copy of this form for your records. Do not mail this form if you faxed it. Acknowledgements are emailed, faxed, or mailed only to the name listed in field #6. This form is designed for reserving one hotel room— photocopy this form if you need more than one room. Please type or print clearly in black ink. If you wish to reserve your hotel room on-line, visit our website at www.BeefUSA.org.

1. **ARRIVAL DATE:** _____ **DEPARTURE DATE:** _____

2. **SELECT FOUR HOTELS:** Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity and availability. Please write out hotel name clearly:

1st Choice _____ 2nd Choice _____ 3rd Choice _____
4th Choice _____ 5th Choice _____ 6th Choice _____

3. If hotel choices are sold out, which is more important? Room Rate Location

4. **CHECK APPROPRIATE BOX:**

- One Person/One Bed
 Two People/One Bed
 Two People/Two Beds

Total Number of People In Room: _____

Hospitality Suite Requests: Contact NCBA at (303) 694-0305.

The NCBA Housing Bureau will request room types based on availability.

5. **ROOM REQUESTS:**

- Smoking Non-Smoking
 Check here for disability



Please specify: _____

6. **SEND ACKNOWLEDGEMENT BY** (check one) EMAIL or FAX or MAIL TO:

(First Name) (Middle Initial) (Last Name)

(Affiliation/Company Name)

(Street Address or P.O. Box Number)

(City) (State/Province) (Country) (Zip Code or Postal Code)

(Daytime Phone Number) (Fax) 24-hour dedicated line (Email Address)

(If International, indicate Country/City Code)

7. **LIST ALL ROOM OCCUPANTS** (first & last name) 1. _____ 2. _____
3. _____ 4. _____

8. **INDICATE FORM OF PAYMENT:** All reservations require a one-night room & tax deposit. The hotel will hold your credit card for this deposit or you may send a check made out to the NCBA/San Antonio Housing Bureau and include it with your Hotel Reservation Form. If you do not provide a credit card or enclose a check, your form will not be processed.

Type of Card (AE, MC, VISA) Credit Card Number Exp. Date Name on Card Signature

9. **List special needs or other requests:** _____

Special requests cannot be guaranteed. Hotels will do their best to honor all requests and, based on availability, will assign specific room types upon check-in.

CANCELLATIONS/CHANGES: Contact the NCBA/San Antonio Housing Bureau until January 11, 2010. After this date, call your assigned hotel directly. Reservations will be acknowledged by the NCBA/San Antonio Housing Bureau within 3-5 days of receipt of this form. Make air reservations before filling out arrival/departure dates on this form. Please review and understand all cancellation policies and fees when making your reservation; see the full details on pages 18-19.