



Exhibitor Suite Request Form

JANUARY 19 – 22, 2017 • ANAHEIM CONVENTION CENTER • ANAHEIM, CALIFORNIA

CONTACT INFORMATION

Housing officially opens July 27, 2016 at 8:00 a.m. PDT

Company Name: _____ Member #: _____

Contact Name (print): _____ On-site Cell# _____

Address: _____

City, State, Zip, Country: _____

Phone #: _____ Fax: _____ Email: _____

Send acknowledgment by (check one): Email Fax Please see the 2017 NAMM Show Official Suite List on the website.

Suite Choices: 1. _____ 3. _____

2. _____ 4. _____

Hotel Frequent Traveler Information: Hotel: _____ ID #: _____

You will receive an acknowledgment from the Anaheim Housing Bureau once your reservation is processed. Please review this acknowledgment carefully for your assigned hotel's cancellation fees, policies and procedures. Suite forms may be submitted only after space application is approved.

ADA (AMERICAN WITH DISABILITIES ACT)

Check here if ADA accommodations are desired.

Please specify needs: _____

GUEST LIST

Names of Guests	Sharing with	1 or 2 Bedroom	Number of Beds in rooms	Arrival Date	Departure Date	Suite Type / Special Requests (Special Requests Are Not Guaranteed)

CREDIT CARD INFORMATION

CREDIT CARD DEPOSIT : VISA MASTERCARD AMERICAN EXPRESS

Card #: _____ Expiration Date: _____
(Expiration date on card must be after February 2017)

Cardholder's name: _____

Signature: _____

**A guarantee of one night room rate plus tax is required at time of booking.
No-shows or early departure without advanced notice will result in forfeiture of deposit to hotel.**

Please note, that as part of NAMM's PCI compliance, we can no longer receive credit card numbers via electronic message (e-mail, instant messaging, etc.). This policy is designed to increase data security for cardholders and merchants. E-mails received containing credit card information will be deleted. Please contact Customer Services at 714-765-8868 or fax 714-776-2688 to provide credit card details if you are attempting to submit a payment or any other general inquiries.

TERMS AND CONDITIONS: NAMM must receive a valid Exhibit Space Application and deposit prior to processing the Exhibitor Suite Request Form. Suites are placed on a first-come, first-serve basis. Because of the limited quantity and high demand for suites, exhibiting companies will be restricted to one suite per 400 square feet of booth space. Sharing companies are not eligible. There is a two night minimum stay on all suite reservations. Displaying product in any room is prohibited during show hours unless the room is being used for internal company training. No furniture removal will be allowed. If your status as a NAMM member or Exhibitor changes during this process, reservations are subject to change or cancellation.

Suite Cancellation Policy: Beginning November 3, 2016 hotels may charge a deposit of one suite night's room and tax to credit card provided. Any cancellation of a suite received after November 3, 2016 is subject to a charge of one suite night's room and tax by the hotel. Hotels also reserve the right to charge a fee for early departure. First night no-show will result in charge of one suite night's room and tax plus reservation loss. Change can be made with the Anaheim Housing Bureau through December 23, 2016. Any changes or cancellations after this date must be made directly with the hotel. Exhibiting companies may not request a suite on behalf of another company. Only exhibitors are allowed to reserve suites.

NAMM's official housing company is the Anaheim Housing Bureau. Should you receive calls from any other housing companies, please know that they are not associated with our trade show and reservations made through those vendors cannot be guaranteed. If you are approached by an individual or company suggesting you place a hotel reservation with them, please notify us.

NAMM MEETINGS & EVENTS

NAMM works with a variety of hotels to offer attendees and exhibitors accommodations in close proximity to the Anaheim Convention Center at below market public rates.

5790 Armada Drive
Carlsbad, CA 92008
Phone: 760-438-8001
FAX: 760-438-4982
meetings@namm.org

IMPORTANT DATES

Official NAMM Show housing opens at 8:00 a.m. PDT:	July 27
Last day to cancel rooms and suites w/o cancellation fee:	Nov. 3
Housing deadline for NAMM discounted rates:	Dec. 23

OFFICE USE ONLY

Exhibiting _____ Approved _____
Date _____