

**NLC Congress of Cities Conference Registration and Housing Form**  
**85<sup>th</sup> Congress of Cities & Exposition November 11 – 15, 2008**  
**Orlando World Center Marriott Resort & Convention Center, Orlando, FL**  
**For Faster Registration and Housing Reservation, Register Online at <http://www.nlc.org>**

No housing or registration will be processed without accompanying payment in full.

Are you a newly elected official? \_\_\_\_\_ Size of city? \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_

Title \_\_\_\_\_

City/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Registrant's Email \_\_\_\_\_

**These Discounted Rates are only available until June 16 2008.**

**Special Conference Rates**

SG \$ 60	Spouse/Guest (non-refundable)	\$ _____
5 \$375	First-Time Attendee	\$ _____
7 \$100	Youth Delegate	\$ _____
8 \$100	Youth Chaperone (not applicable to elected officials)	\$ _____

**Registration Fees: Early Early Bird**

1 NLC Member City	\$395
2 Associate Member	\$395
3 SML Member City	\$490
4 Non-Member/Other	\$550

To be eligible for the Early Early Bird Fee Registration forms must be Postmarked by June 16, 2008.

**Constituency Group 2009 Combined Dues and Special Event Fees**

You must be registered for the conference in order to attend.

A1 \$75	APAMO Dues/Activities (elected/member city)	\$ _____
A2 \$90	APAMO Dues/Activities (elected/nonmember city)	\$ _____
A3 \$135	APAMO Dues/Activities (supporting/corporate member)	\$ _____
G1 \$45	GLBLO Dues	\$ _____
H1 \$120	HELO Dues/Activities (elected/member city)	\$ _____
H2 \$130	HELO Dues/Activities (elected/nonmember city)	\$ _____
H3 \$145	HELO Dues/Activities (supporting/corporate member)	\$ _____
H4 \$65	HELO Activity Fee (nonmember only)	\$ _____
N1 \$205	NBC-LEO Dues/Activities (elected/member city)	\$ _____
N2 \$230	NBC-LEO Dues/Activities (elected/nonmember city)	\$ _____
N3 \$305	NBC-LEO Dues/Activities (supporting/corporate member)	\$ _____
N4 \$80	NBC-LEO Dues/Activities (nonmember only)	\$ _____
W1 \$110	WIN Dues/Activities (elected/member city)	\$ _____
W2 \$120	WIN Dues/Activities (elected/nonmember city)	\$ _____
W3 \$135	WIN Dues/Activities (supporting/corporate member)	\$ _____
W4 \$55	WIN Activity Fee (nonmember only)	\$ _____
W5 \$45	WIN Activity Fee (member only)	\$ _____

**Handwritten Calculations:**

NOV. 11-15

Reg. 395.00

Hotel 230.00 x 5 = 1150.00

Air 275.00

Per Diem 6 x 50.00 = 300.00

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2,120

x 3

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\$ 6,360

add. (12) (1) + (1)

Please note add option to regis follow this sun

Registration Canso All requests must to a \$50 cancellat particular functions. No cancellations will be accepted after October 20, 2008

**Hotel Reservations:** You must be registered for the Conference to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus 12.5% tax plus (subject to change), 30 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 30 days in advance, the reservation will be canceled.

- Please make my hotel reservation as indicated below.
- I do not require hotel accommodations at any of the hotels listed below.
- Although I am providing information for a standard room for now – please contact me regarding suite information.

Room Dates: Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Room Type:  Single (1 person/1 bed)  Smoking
- Double (2 people/1 bed)  Non-Smoking
- Double/Double (2 people/2 beds)

Room types cannot be guaranteed but Hotels will attempt to accommodate all requests.

Sharing My Room With (for Hotel Check In Purposes): \_\_\_\_\_

**Special Housing Request** (e.g., wheelchair accessible rooms, etc.):  
 If you have special housing or transportation needs, please contact NLC Registration and Housing Center. Note: all Marriott and Starwood properties are now 100% smoke-free properties. Non-smoking and smoking properties are indicated in the list of hotels below.

**Hotel Choices:** Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "8" in order of preference. Orlando World Center Marriott is the headquarter hotel and where the conference will take place.

Order	Hotel	Smoking Property?	NLC Shuttle?	NLC Rate Single/Double	Breakfast Included?
_____	Orlando World Center Marriott	No	N/A	\$205/\$205	No
_____	Buena Vista Suites	Yes	Yes	\$155/\$155	No
_____	Caribe Royale – Std Room	Yes	Yes	\$185/\$185	No
_____	Caribe Royale – King Deluxe	Yes	Yes	\$205/\$205	No
_____	Courtyard at Marriott Village	No	Yes	\$144/\$144	No
_____	Fairfield Inn at Marriott Village	No	Yes	\$130/\$130	Yes
_____	Hilton in the Walt Disney Resort	Yes	Yes	\$199/\$199	No
_____	Springhill at Marriott Village	No	Yes	\$144/\$144	Yes

**Registration Fee Payment Information**

- Charge my REGISTRATION FEES to VISA, MasterCard or AmEx listed below
- Check for REGISTRATION FEES made payable to National League of Cities
- Purchase Order for REGISTRATION FEES - copy must be enclosed & payment must be received by October 03, 2008.

**Hotel Deposit Payment Information (you must check one):**

- Charge my HOTEL DEPOSIT to the credit card listed below. All major credit cards with expiration date of 11/08 or later are accepted by the NLC official hotels.
- Check for HOTEL DEPOSIT. I understand check deposits for hotel room guarantee is payable to the hotel stated on the NLC confirmation and must be mailed after August 15, 2008 and before September 15, 2008. If a check is not received by the assigned hotel by September 15, 2008, I understand my room may be subject to cancellation.

**Credit Card Authorization:** NLC Registration and Housing Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge will be forfeited if I fail to show up for my assigned housing on the confirmed arrival date unless I have canceled my reservation with the hotel at least 72 hours in advance. I understand that if I do not show at the hotel on my confirmed arrival date, my reservation will not be reinstated for remainder of the stay unless I instruct the hotel to reinstate my reservation. Reinstated reservations are subject to hotel's availability.

Visa/MasterCard/AmEx Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**Additional Credit Card Authorization:** For hotel deposit only if different than the credit card number listed above. (Expiration date must be 11/08 or later, per hotel requirement.)

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

\*\*\*Make a copy of this form for your records

**Return Conference Registration and Housing Form to:**

Fax: 703-631-6288 (Credit Card and Purchase Orders Only – No Checks)  
 Mail: NLC Registration & Housing Services, c/o J. Spargo & Associates, Inc.  
 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030

**For More Information:**

Telephone: 888-319-3864 or 703-449-6418  
 E-mail: [nlcregandhousing@ispargo.com](mailto:nlcregandhousing@ispargo.com)

For Office Use Only: Payment \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

For Office Use Only: Htl \_\_\_\_\_ Subblk \_\_\_\_\_ Cate \_\_\_\_\_ Rate \_\_\_\_\_