



2010 Guestroom Reservations Policies & Procedures

Please carefully read the below information.

For guestroom reservations, please contact the Hyatt Regency Chicago (official hotel) directly at the below information.

Hyatt Regency Chicago

151 East Wacker Drive; Chicago, IL 60601
Phone: (888) 421-1442 • Fax: (312) 239-4418

Reservations by phone: **Please mention NAWLA or Passkey #2490161**

Online Reservations: <https://resweb.passkey.com/go/nawla2010>

\$209 / night single or double occupancy

\$234 / night triple occupancy

\$259 / night quadruple occupancy

Rates are exclusive of applicable taxes.

Cut-off date for making reservations is **Friday, October 1, 2010.**

Room and rate availability are on a first-come, first-served basis.

After Friday, October 1, 2010, guestrooms reservations can be made based upon availability and the current hotel rate.

A credit card and expiration date will be required to guarantee each reservation. Cash, company or personal and traveler's checks are not acceptable forms of guarantee. Please note that any registrant who does not stay at the Hyatt Regency Chicago (official hotel) will be assessed an additional \$100 registration fee. This fee is not applicable to local area companies.

All confirmed reservations must be cancelled prior to Friday, September 17, 2010 to avoid a cancellation penalty stated below.

After September 17, 2010, please note the following:

The entire stay for all reservations will be charged to the credit card on file.

Cancelled reservations will result in 100% payment (room and tax) for the entire stay. The individual's credit card will be charged accordingly.

A change in a reservation resulting in a reduction of room night(s) will result in 100% payment (room and tax) of the cancelled room night(s). The individual's credit card will be charged accordingly.

NAWLA regrets any inconvenience associated with this policy which is now industry standard in the trade show community. Last minute guestroom cancellations leave NAWLA exposed to huge contractual commitments with no opportunity to resell the guestrooms. Careful planning will alleviate any financial exposure for the individual and the association. Thank you for your understanding.