



7075 Veterans Boulevard, Burr Ridge, IL 60527
Toll-free: (866) 960-6277 Phone: (630) 230-3600
Fax: (630) 230-3708 Web: www.spine.org

Dear Exhibitor:

In an effort to produce the most successful spine meeting possible, NASS is asking for your assistance regarding your representatives' hotel accommodations. In order to provide lower hotel room rates for both exhibiting companies and our attendees, NASS must contract blocks of sleeping rooms at several hotels. If the room blocks are not fulfilled, NASS is faced with financial penalties to the hotels. Your assistance will help keep exhibit space costs down and will allow the meeting to expand, furthering your marketing goals.

Many convention centers determine the amount of exhibit space they will provide to a meeting based on the number of sleeping rooms we can provide from historical documentation. If we do not capture the rooms for NASS exhibitors within our block, we cannot provide accurate numbers to these cities and will be unable to use their convention center or acquire adequate space to meet both our needs. To avoid this situation, NASS is requesting that your company use the hotels within our block. It is equally important that NASS ensures our members have equal access to the same hotels where your representatives will be staying.

The NASS Annual Meeting will be held at the **Metro Toronto Convention Centre, October 14-18, 2008**. Housing for the 2008 Annual Meeting will be managed by Tourism Toronto. All reservations and rooming lists must be filtered through NASS Housing. Hotels cannot be contacted directly to secure sleeping rooms and assign rooming lists. Detailed information about Tourism Toronto and the dedicated Group Housing Team will be available in the hotel assignment confirmation letter sent with the Exhibitor Confirmation Packet in June 2008.

Included in this letter is a hotel request form. Please understand applications are processed on a first-come, first-served basis and will not be accepted until **February 1 at 10:00 AM CST**. This form will enable NASS and NASS Housing to track and adequately manage each block demand at each hotel. In addition, if your company requests a large number of rooms, NASS may be required to split your representatives into two or more hotels. Once the hotel request form is processed, NASS Housing will email a confirmation of how many rooms you are entitled to at each hotel. Your confirmation will also include the following: room block assignments, rooming list procedures, cancellation/change policy and pertinent contact information.

THE SUBMITTED HOTEL REQUEST FORM AND CONFIRMATION ARE NOT A CONTRACT!

Do not call the hotel directly to reserve your rooms once you receive the hotel assignment.

The hotel will receive a copy of the rooming list via NASS Housing who will assist you in your company's needs.

Hotel block must be committed with guest names by **August 15, 2008**.

If not, all rooms will automatically be released without notification.

PLEASE NOTE:

- ❖ **BLOCKS WILL NOT BE PROCESSED UNTIL THE 2008 EXHIBIT SPACE APPLICATION IS RECEIVED & APPROVED.**
- ❖ **SUBMISSION OF HOTEL REQUEST FORM DOES NOT GUARANTEE BOOTH SPACE AT THE 2008 ANNUAL MEETING.**

If you have any questions, please contact me directly by phone at 630-230-3667, or email at ctomala@spine.org.

Thank you for your assistance,

Cindy Tomala
Exhibits Coordinator