

**2010 NIKE TEAM NATIONAL
CROSS COUNTRY
ROOM RESERVATION FORM
NOVEMBER 26 & 27, 2010**

**Please download this form and fax a completed copy to 919-787-1952 or
access the online version and complete it there. For questions email to
nikecrosscountry@beeline.travel or call 877-543-7937**

BeeLine Travel is the official housing administrator for the 2010 Nike Team National Cross Country Festival. On the **last two pages** of this form is a list of **hotels** where we have blocked rooms for out of town teams and individuals who require hotel space. Rooms will be held on a **first come first served** basis. Please read everything carefully and complete the appropriate sections if you are a team. If you are not making reservations for a team and need only one room, you may call for reservations. Completion of this form does not obligate your team to accept any of the hotels offered until approved by you.

Please type or print clearly

Team Name: _____ Age Group _____

Team Arrival Date: _____ Departure Date: _____ Total # of rooms requested: _____

If you would like to stay with one or more other teams in the same hotel, please provide the name(s) of the other team(s) below. Be sure everyone requests the same hotel. If you have listed other teams, we will *not* block space for your team until we have reservations forms from all.

Team Representative: Please complete this section for the person who should receive confirmations and other hotel related correspondence. Please list all available phone numbers. Also, for your own protection **please be sure to read, sign and distribute page two.**

Team Contact Name: _____

Street Address or P.O. Box: _____

City: _____ State: _____ ZIP: _____

Tel.: Day _____ Night: _____ Cell _____

Fax: _____ Email address: _____

If you are reserving all rooms for your team with one name and one credit card number, please put the information here, **sign at the bottom of the next section** and forward everything to Beeline Travel. For multiple names and credit cards use the form as shown on page 3 or send your own printed list.

Name on Reservation: _____

Credit Card #: _____ Exp. _____

**IMPORTANT INFORMATION – ROOM RESERVATIONS
2010 NIKE TEAM NATIONAL CROSS COUNTRY**

This page must be signed at the bottom by a coach or representative from the team.

Team Name: _____

Order of reservations: Space will be blocked for teams based on the order of receipt of completed room reservation forms. **Partially completed forms may not be considered as received** so, be sure that all appropriate sections are complete before forwarding your form to BeeLine Travel.

Hotel preferences: Please carefully review information for the hotels listed (**especially bed types**) before deciding on your preference. **All rooms blocked are non smoking.**

Confirmations: **Confirmation information** will be emailed, mailed, or faxed to the team representative **approximately ten days prior to arrival.** The information will include the name, address, and telephone number of the hotel along with the rate, confirmation numbers, and other pertinent information.

Changes: *It is critical that BeeLine and not your hotel be advised of all changes, additions, and cancellations.* Because it is likely that there will be many changes among teams at each hotel names and/or updates are not given to the hotels until close to arrival. **Please advise everyone on your team who may have reserved rooms to not call the hotel directly to make changes** as the person reached at the hotel may not have the information necessary to assist. Also, since computer generated rooming lists will be sent to the hotels by BeeLine at specific times, **changes made directly with the hotel may be automatically overridden causing confusion at check in.**

Room information: Note that bedding configurations are included in the codes for each hotel. **Be sure to pay attention to bed types when requesting rooms. Hotels where we have some rooms with just a single queen or king bed are listed twice. If your team needs both rooms types, be sure to indicate how many of each. Our contracts with all the hotels state that there will be a maximum of four persons in each room. For hotels willing to accept more than four persons in rooms, they may charge for extra persons.** Please notify us in advance if any rooms will be occupied by more than four persons.

Room guarantees: **Reservation guarantees are required.** Therefore, to hold rooms for your team at least one **credit card number** must be provided. Be sure all credit cards are valid. **No credit card information will be forwarded to any hotel until after your team agrees to the hotel offered.**

Cancellation: In order to negotiate the lowest rates and block large numbers of rooms it is necessary to protect hotels against excessive last minute cancellations. Teams also must be allowed some flexibility in order to accommodate for unforeseen circumstances. Therefore, hotels have agreed to a “phase out” cancellation policy. That policy is as follows: **No penalty for cancellations received before noon 15 days prior to arrival.** Between 15 days at noon and noon eight days prior to arrival teams may cancel individual reservations. Each room canceled in excess of 30% of the rooms that were held at 15 days will be charged a one night room and tax penalty. Between noon eight days prior to arrival and noon two days prior three rooms maximum per team may be canceled although the 30% maximum will still apply. Each no show and cancellation of a room inside 48 hours will result in a penalty of one night room and tax.

Team representative agreement: I have read and understand all of the above and I agree to distribute copies of this page to everyone on our team so that they will be aware of all rules and policies pertaining to their hotel stays.

Signed: _____ Print Name: _____
Coach or Team Representative

ROOM LIST - 2010 NIKE TEAM NATIONAL CROSS COUNTRY

Complete these two pages only if you are using multiple credit card numbers and/or multiple names for your team's reservations. If you are using one name and credit card, provide that information only where indicated on the first page of this form and skip this section.

Team Name: _____

For each room, please list the first and last name of the person whose name should appear on the reservation. Try to be as accurate as possible in the number of rooms that you will need. Name changes and changes in the number of rooms requested will be allowed later within the policy as detailed on the previous page. **You may submit your own printed list in lieu of completing this section**

Please mark a **“K”** to the right of the name for each room that does not require two beds, an **“R”** if you are requesting a rollaway (may be extra charge & subject to availability at check in), and an **“S”** for smoking rooms. If any rooms will be occupied a different number of nights than the remainder of the team, please put the arrival and departure date of those rooms to the right of the name(s).

Rm 1: Name _____

Credit Card # _____ exp. date ____/____
type

Rm 2: Name _____

Credit Card # _____ exp. date ____/____
type

Rm 3: Name _____

Credit Card # _____ exp. date ____/____
type

Rm 4: Name _____

Credit Card # _____ exp. date ____/____
type

Rm 5: Name _____

Credit Card # _____ exp. date ____/____
type

Rm 6: Name _____

Credit Card # _____ exp. date ____/____
type

ROOM LIST - 2010 NIKE TEAM NATIONAL CROSS COUNTRY

Team Name: _____

Rm 7: Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 8: Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 9: Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 10: Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 11 Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 12 Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 13: Name _____

Credit Card # _____ exp. date ____/____/
type

Rm 14: Name _____

Credit Card # _____ exp. date ____/____/
type

Note: If you have any questions about reservations or this form, please call **877-543-7937** or you may contact us at the email address at the top of the first page. Telephone reservations for teams cannot be accepted. In order to keep the room reservations system orderly, ***please be sure that only one person communicates with BeeLine Travel throughout the process.*** Thank you.

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Below is a list of hotels where we are holding rooms for this event. Rates shown are per night per room and do not include tax. Mark all hotels that you would prefer in numerical priority order. We will block rooms at the first available hotel for your team. If none of your choices are available, we will call you to discuss options. The following codes are used in the description of the hotels.

cb – continental breakfast	ie – interior entrances	op – outdoor pool
dd – two double beds	ip – indoor pool	qp – one king or queen + dbl pullout
ee – exterior entrances	k – single king or queen bed	qq – two queen beds
fb – full breakfast	ly – guest laundry facilities	rf – refrigerators all rooms
fc – fitness center	mw – microwaves all rooms	rs – restaurant in or near hotel
ia – internet access (w)=wi fi		

IMPORTANT: The reason some hotels are listed more than once is because they are offering different room types meaning some rooms have only one queen or king bed plus a sofa bed. Before you mark the hotel(s) you would like, be sure to look at the bed codes to make sure the choice(s) matches your needs. You may mix bed types at a hotel but, be sure to make it clear how many of each type you are requesting for your team.

Hotel list

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	Fairfield Inn & Suites Crabtree	\$64	ie, cb, dd, fc, ia(w), ly, op, rs
_____	Best Western Cary	\$65	ie, cb, dd & qp, fc, ia(w), ly, op, rs
_____	Hampton Inn Ral/Cary	\$65	ie, cb, dd & qp, fc, ia(w), ly, op, mw, rf
_____	Four Points Ral/Cary	\$79	ie, fb, qq & qp, fc, ia(w), ly, ip, rs
_____	Comfort Suites Cary	\$79	ie, dlx cb, qq+sofa bed, fc, ia(w), ip, mw, rf, rs
_____	Comfort Suites Cary	\$79	ie, dlx cb, qp, fc, ia(w), ip, mw, rf, rs
_____	Holiday Inn Cary	\$79	ie, dd, fc, ia(w), ly, ip, rs
_____	Embassy Suites Cary	\$89	ie, fb, dd+sofa bed, fc, ia, ly, mw, rf, ip, rs
_____	Embassy Suites Cary	\$89	ie, fb, qp, fc, ia, ly, mw, rf, ip, rs
_____	Holiday Inn Cary	\$89	ie, dd suite, fc, ia(w), ly, ip, mw, rf, rs
_____	Hampton Inn Ral/Cary (suite)	\$95	ie, cb, dd+sofa bed, fc, ia(w), ly, op, mw, rf

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BEELINE TRAVEL CAN ASSIST IN FINDING THE LOWEST AVAILABLE GROUP AND INDIVIDUAL AIR. ALSO, WE HAVE SPECIAL CONTRACTED VEHICLE RENTAL RATES. PLEASE CONTACT US FOR MORE INFORMATION.