



Guest 1 Prefix	Guest 1 First Name	Guest 1 Last Name	Guest 1 Email Address	Guest 2 (Roommate) Name	Check-in Date	Arrival Time	Check-out Date	Special Requests	Hyatt Loyalty #

## PAYMENT INFORMATION

Payment may be made via credit card by filling a secure Credit Card Authorization online with [Certiport](#). For those who would like to mail the check, checks can be sent to the below hotel addresses:

Hyatt at Olive 8	or	Hyatt Regency Seattle
<b>Attn: Finance</b>		<b>Attn: Finance</b>
Lockbox 94028		P.O. Box 84412
Seattle, WA 98124		Seattle, WA, 98124-5712

For questions you can reach Central Reservations for the Hyatt Regency Seattle can be reached at (402) 501-9864.

## NOTES

- Requests for 3 or more rooms are considered a group.
- Upon receipt of this request, NCCE will verify availability. This form must be complete, including the number of rooms needed per night.
- Room blocks will be confirmed on a first come first served basis.