

**Important! Instructions have changed. Please read carefully!**

Choosing one of the following methods can make reservations:

- **By Internet:** Make your reservation on-line using the Interactive site at [www.skillsusa.org/skills.html](http://www.skillsusa.org/skills.html) and select "Online Housing." Use access code of USANET0606
- **By Mail:** Send completed form to **SkillsUSA Housing, PO Box 26310, Kansas City, Missouri 64196-6310.**
- **By Fax:** 816-691-3880.
- **By Telephone:** 816-691-3847 (8:30 am-4:30 pm Monday-Friday)

**National Education Team Convention Hotel information**

Comfort Inn & Suites Downtown  
770 Admiral Boulevard  
Kansas City, MO 64105

*\*Please do not call the hotel before June 1, 2006.*

- **Send one reservation form per room.** Make copies for additional reservations.
- **Reservations are made on a first-come, first-serve basis.**
- **Reservations must be made before the cut-off date of May 30, 2006.** After this date, all reservations must be made through the hotel direct. Note that hotel rates and availability may vary.

**Accommodation request:**     Single (one/two people/one bed) \$73     Double (two persons/two beds) \$73

Occupant Names	Arrival Date	Departure Date	Smoking/ Non-Smoking	Special Requests/Needs
1.				
2. (Sharing with)				

**Room Guarantee**

A credit card account number must secure all reservation requests. Housing forms received without a valid guarantee will not be processed.

- **Guarantee by credit card account number:** Reservations may be changed or cancelled until May 30, 2006 without penalty. Cancellations received between May 31, 2006 and June 12, 2006 will be charged a \$25.00 cancellation fee. Beginning June 13, 2006, a \$100 cancellation fee will be charged.

American Express     Discover     Diner's Club     MasterCard     Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Authorized Signature for credit card account: \_\_\_\_\_

**(Necessary to process reservation)**

**Send confirmation to:**

**Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **e mail:** \_\_\_\_\_

You will receive an acknowledgement from the SkillsUSA Housing Bureau. The Comfort Inn & Suites accepts the acknowledgement as their confirmation. Please do not call the hotel "to be sure" until after Tuesday, June 13, 2006. Please understand that processing your reservation from the Housing Bureau into the Hotel system will take a few days. Rest assured that if you have received a confirmation number already from the Housing Bureau, the hotel would honor your booking. Thank you for your consideration.