



Dear Fellow NAACP Members of the Tennessee State Conference,

Thank you for choosing the Millennium Maxwell House - Nashville for your event in September, 2006. In order to best serve your attendees, we are able to accept reservations in a number of ways.

Telephone: Guests may call the hotel toll free at **(800) 457-4460 Monday – Friday 8:00am – 6:00pm**

Fax: Guests may fax their reservation to (615) 313-1310 using the attached fax information page.

On-Line: The following link will enable guests to make reservations via the internet:  
<http://reservations.synxis.com/LBE/rez.aspx?Hotel=11542&Chain=5303&lang=1&group=NAACP>

Website: [www.millenniumhotels.com/nashville](http://www.millenniumhotels.com/nashville)  
(guests can enter the group code NAACP where prompted)

We are looking forward to the arrival of TN NAACP State Conference 60th Annual. Please do not hesitate to contact me at 615-313-1313 or [pcantrell@mill-usa.com](mailto:pcantrell@mill-usa.com) for further information or if you have any questions.

Sincerely,

Patricia Cantrell  
Senior Sales Manager

## GUEST RESERVATION REQUEST

<b>TO:</b>	Reservations Department	<b>FROM:</b>	
<b>FAX:</b>	615-313-1310	<b>PAGES</b>	
<b>PHONE:</b>	615-259-4343	<b>DATE:</b>	
<b>RE:</b>	RESERVATION REQUEST	<b>CC:</b>	

<b>GROUP NAME:</b>	TN NAACP State Conference 60th Annual		
<b>GUEST NAME:</b>			
<b>ADDRESS:</b>			
<b>PHONE NUMBER:</b>			
<b>ARRIVAL DATE:</b>			
<b>DEPARTURE DATE:</b>			
<b>ROOM TYPE PREFERENCE:</b>			
<b>CREDIT CARD NUMBER:</b>			
<b>EXPIRATION DATE:</b>		<b>CREDIT CARD TYPE:</b>	

All reservations must be guaranteed for arrival with a valid credit card or one night's room and tax deposit received no later than five (5) business days after reservation is made. The cancellation policy for this group is 48 hours. To avoid cancellation fee equal to one night's room and tax, you must cancel your reservation by 4 PM CST two (2) days prior to your arrival date noted above.

Room type preferences including smoking or bedding may be requested but are **not** guaranteed. We will do our best to honor guest requests, but they are based upon availability at time of check-in.

Check in time is 3:00pm and check out time is 12:00pm. Guests must present a valid photo ID at check in. We accept cash, check and major credit cards.

For Reservations Department Use Only:		
Confirmation Number: _____	Agent: _____	Date: _____