

**Virginia Middle and High School Principals  
Conference & Exposition  
Renaissance Portsmouth-Norfolk Waterfront Hotel  
425 Water Street • Portsmouth, Virginia  
June 25 – June 28, 2017**

**RESERVATION DEADLINE: May 24, 2017**

**Sleeping Room Rates:** \$119.00 Single or Double Occupancy, plus 14% tax per room per night

*Renaissance Portsmouth-Norfolk Waterfront Hotel is a Smoke-Free Hotel.*

Please check preference:

- King Bed                       Two Queen Beds                       No Preference

Room types are not guaranteed, but every attempt will be made to accommodate your request.  
Children sharing a room with parents: 0 to 18 years – Complimentary

DATE OF ARRIVAL \_\_\_\_\_ DATE OF DEPARTURE \_\_\_\_\_

**Garage parking – adjacent to the hotel – is discounted at \$5.00 per night for this Conference**

NAME (please print) \_\_\_\_\_

ROOMMATE (if applicable) \_\_\_\_\_ NO. OF ADULTS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Room confirmation numbers will be sent to this email address. Please print or type email address to ensure you will receive confirmation.

**Hotel Room Accommodations:**

An advance deposit is required to guarantee your reservation. Reservations will be accepted on a first-come-first-serve basis ONLY on this Accommodation Application Form, which should be mailed directly to Group Reservations at the address below. All room rates are flat fees except where noted. There is no charge for children through age 18, when they occupy the same room as their parents. Please note these rates are based on the reservation deadline of **May 24, 2017**. These special rates are available beginning June 22, 2017, and will be extended through July 1, 2017, based on a space-availability basis. After the deadline date, all subsequent reservations will be subject to availability. Early mailing of reservations is highly recommended. The Group Reservations Manager will send you an e-mail confirmation of your reservation. The Sheraton Norfolk Waterside Hotel will be our official overflow hotel this year. Once the Renaissance Portsmouth-Norfolk Waterfront Hotel is filled, this completed form will be automatically sent to the Sheraton Norfolk Waterside Hotel.

Deposit may be made with Visa, MasterCard, American Express, and Discover, which will be charged when reservation request is received. If deposit is by check, payment must be received with this reservation request. **Deposit is refundable if notice of cancellation is received at least 24 hours prior to the scheduled arrival date. Check in time is after 4:00 p.m. Check out time is before 12:00 p.m.**

- Visa     MasterCard     American Express     Discover

Name on Card \_\_\_\_\_ Credit Card No. \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Make checks payable to "Renaissance Portsmouth-Norfolk Waterfront Hotel" and mail with this form to:*

**Renaissance Portsmouth  
VASSP Reservation  
425 Water Street  
Portsmouth, VA 23704**

**The Renaissance Portsmouth-Norfolk Waterfront Hotel room block accommodations at the *Conference Rate* are only for registered participants of the 2017 Virginia Middle and High School Principals Conference & Exposition. *Thank you!***