

# 2023 Northeast District Conference

## SHERATON HOTEL BOOKING-Due May 5

Use this form to book rooms for pastors and delegates who will attend the Northeast District Conference at the Mahwah Sheraton in Mahwah, New Jersey on June 8-9, 2023. When the Sheraton rooms are filled, the overflow rooms will be booked at the Hampton Inn Mahwah.

### Pastors and Delegates

If you plan to stay overnight on Thursday, June 8, at the Sheraton Mahwah Hotel, please follow these directions:

- Fill out the form below. **Do not call the hotel directly.**
- If you have not yet elected your delegates, please use the church name for your rooms. When your delegates are elected, send one name for each of your rooms to [brendas@northesastdistrict.org](mailto:brendas@northesastdistrict.org).
- The District is covering some of the cost of the hotel rooms for pastors and delegates if staying at the conference hotel. Your cost per room is only \$100.
- Sheraton hotel rooms MUST be booked and paid for through the district. Please do not contact the Sheraton Hotel directly. If you plan to stay at another hotel, call that hotel directly to book.
- Sheraton hotel booking deadline is May 5. If booking after this date, contact the Sheraton directly (800-325-3535). If you book after May 5, you will be responsible for the full cost of the room and there are no guarantees that rooms will be available.

### Non-Delegate Guests

Non-delegate guests (unless staying in the same room with a delegate) are not eligible to register in the District block of rooms at the Sheraton. Non-delegates will need to book directly with the Sheraton Hotel (800-325-3535) or at another hotel in the area. We are sorry for the inconvenience, but need to accommodate our pastors and delegates.

### STEP 1: FILL OUT INFORMATION BELOW TO BOOK ROOMS AT THE SHERATON:

Church: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

### ROOM 1

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Number of people in room \_\_\_\_\_

Room Type (choose 1)

Double (2 beds) \_\_\_\_\_

King \_\_\_\_\_

Special Request \_\_\_\_\_

**ROOM 2**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Number of people in room \_\_\_\_\_

Room Type (choose 1)

Double (2 beds) \_\_\_\_\_

King \_\_\_\_\_

Special Request \_\_\_\_\_

**ROOM 3**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Number of people in room \_\_\_\_\_

Room Type (choose 1)

Double (2 beds) \_\_\_\_\_

King \_\_\_\_\_

Special Request \_\_\_\_\_

**ROOM 4**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Number of people in room \_\_\_\_\_

Room Type (choose 1)

Double (2 beds) \_\_\_\_\_

King \_\_\_\_\_

Special Request \_\_\_\_\_

*If additional rooms are needed, please fill out additional form(s).*

**STEP 2** Number of rooms \_\_\_\_\_

Total \$ Due (Number of rooms X \$100) \_\_\_\_\_

**STEP 3** After filling out the form, save to your hard drive and email to [brendas@northeastdistrict.org](mailto:brendas@northeastdistrict.org) or Fax to 610-366-7050

**STEP 4** Payment should be mailed to:  
Northeast District, 6737 Cetronia Road, Allentown, PA 18106  
with "Conference Hotel" in the memo line

***Sheraton Hotel Booking(s) Due by May 5, 2023***