

Hotel Group Block Request Process

Review the following steps to request a block of 5 or more rooms.

If you have any questions, please reach out to
NAACPgroup@maritz.com.

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Create a Group:

1. Enter the name of your group.
2. Create a username and password.

LOGIN

* indicates required fields.

Have a Username and Password?

Please enter the username and password, then click "Login".

If you forgot your password, please email NAACPGroup@maritz.com for assistance.

* Username

* Password

Show Password

LOGIN

Need to create a group?

Please enter the information below, then click the **Create Group** button to continue. The username and password you enter will serve as your credentials when you return to the site.

* Please enter the name of your group

(ex: ABC Travel International)

PLEASE ENTER THE NAME OF YOUR GROUP IS REQUIRED

* Username

(ex: abctravel)

* Password

Show Password

CREATE GROUP

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Complete the Contact Profile:

1. This information should be the individual who is the main contact for the group. This person will also make the reservations for the individuals in their group.
2. When inputting the NAACP State Conference/Unit #, start by searching the number. If you do not know your unit number, enter 0000

CONTACT PROFILE

Please complete the following fields.

* indicates required fields.

* NAACP State Conference/Unit #

NAACP STATE CONFERENCE/UNIT # IS REQUIRED

If you don't know your unit # enter "0000"

* First Name

FIRST NAME IS REQUIRED

* Company

COMPANY IS REQUIRED

* Address

ADDRESS IS REQUIRED

* Postal Code

POSTAL CODE IS REQUIRED

* State/Province

Please Select >

STATE/PROVINCE IS REQUIRED

* Phone Number

PHONE NUMBER IS REQUIRED

* Last Name

LAST NAME IS REQUIRED

* City

CITY IS REQUIRED

* Country

United States >

Dashboard

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Tell us your preferred hotels:

1. The hotels that have availability will show up. Click on the +Add Hotel button to let us know which hotels you are interested in. Please note, rooms are based on availability. Select a minimum of 2 hotels to move forward.
2. You can tell us what is most important for your group so we can keep in mind while assigning your hotel.

NAACP10 /  Cart

[Dashboard](#)

INSTRUCTIONS:

1. Select a minimum of 2 hotel choices for your block preference.
2. Once hotel choices are selected, click the arrows to place your hotels in the order of preference. To remove a selected hotel, click the red "x".

Most Charlotte Hotels require guests to be 21+ to check in. Please click here for more information.

All Hotel Choices

 <p>Sheraton Charlotte Run of House</p> <p>\$0.00 / \$0.00 Distance Hotel Features</p> <p> + ADD HOTEL</p>	 <p>Residence Inn Charlotte City Center Run of House</p> <p>\$199.00 / \$199.00 Distance Hotel Features</p> <p> + ADD HOTEL</p>	 <p>Le Meridien Charlotte Run of House</p> <p>\$0.00 / \$0.00 Distance Hotel Features</p> <p> + ADD HOTEL</p>
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Your Hotel Preferences

Hotel Choice #1 (required)
Hotel Choice #2 (required)
Hotel Choice #3 (optional)

ADDITIONAL CRITERIA

[Hotel Preferences](#) [Request Rooms](#) **[Additional Criteria](#)** [Block Request Summary](#)

INSTRUCTIONS:

1. Use the arrows to adjust the order of preference. This additional criteria will assist us with assigning your room block.

Additional Selection Criteria

↑ ↓	1 Low Rate
↑ ↓	2 Hotel Preference
↑ ↓	3 Proximity to Event
↑ ↓	4 All Rooms at Same Hotel

[← Back](#) [Next →](#)

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Tell us how many rooms you need:

1. Select your earliest arrival date and the latest departure date for your group.
2. You can adjust the populated numbers by selecting the -/+ buttons for each night.
3. Please let us know if you have any special requests
4. Once you complete this, please move forward by selecting “next” to review your block requests.
5. If everything is correct, please submit your block at the end of the process.
6. You will receive a confirmation confirming your block request has been submitted. Please allow at least 48 hours for us to create your block. Once your block has been assigned, you will receive a confirmation letting you know that the block request has been fulfilled.

Select Your Block Dates

Arrival Date

2024-07-10



Departure Date

2024-07-15



Please select how many rooms you need over the main conference nights and click apply.

- 5 +

Apply

Room Nights

The suggested distribution of room nights is shown below. You may make adjustments as needed.

Date	Rooms
Wed, Jul 10 2024	84% 4
Thu, Jul 11 2024	100% 5
Fri, Jul 12 2024	100% 5
Sat, Jul 13 2024	100% 5
Sun, Jul 14 2024	67% 3

Special Requests

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Has your block been fulfilled? Please guarantee your block with a credit card:

1. Log back into your account and it will take you to your dashboard. Please select “guarantee block” to move forward. **IMPORTANT!** The credit card used to guarantee your block WILL NOT be charged. This is used to hold your rooms only.
2. You will be able to review your block. If all looks good, please click the check box to accept your block and move forward to Guarantee the block with a credit card.

DASHBOARD

Welcome to your Dashboard for The 116th NAACP National Convention. From here you may request and book your hotel rooms.

HOTEL BLOCK REQUEST GUARANTEE BLOCK →

Block Request Details

Status: Fulfilled
 Submitted: Feb 24, 2025 8:58:01 AM
 Last Updated: Feb 24, 2025 8:58:22 AM
 Booking Selection: YOUTH

⚠ Block Request Credit Card Guarantee Required ▼

VIEW INVENTORY

MANAGE GROUP ADD/EDIT PERSONNEL →

HOTEL RESERVATION

CONTACT PROFILE EDIT →
 EMILY TEST2

Group Financial Summary

Booking Total \$0.00
 Payments \$0.00

The 116th NAACP National Convention is coming soon! Make your plans today.

130:14:1:22
 days hours min sec

Helpful Links

[Hotel Info](#)
[Hotel Help Guide](#)

BLOCK REQUEST GUARANTEE

Block Request Details

Status: Fulfilled
 Submitted: Feb 24, 2025 8:58:01 AM
 Last Updated: Feb 24, 2025 8:58:22 AM
 Booking Selection: YOUTH

Your Block Inventory Assignment

Le Meridien Charlotte (Run of House)

	Sat, Jul 5 2025	Sun, Jul 6 2025	Mon, Jul 7 2025	Tue, Jul 8 2025	Wed, Jul 9 2025	Thu, Jul 10 2025	Fri, Jul 11 2025	Sat, Jul 12 2025	Sun, Jul 13 2025	Mon, Jul 14 2025	Tue, Jul 15 2025	Wed, Jul 16 2025	Thu, Jul 17 2025	Fri, Jul 18 2025
Held	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Used	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Available	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Single Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Double Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ACCEPT BLOCK

In order to guarantee your hotel block, indicate your acceptance below and provide a credit card guarantee.

Cancellation Policy

The card you will add to the reservation will be used to hold your room reservation. The hotel may put a temporary hold on the credit card that is provided upon check-in in case of any incidental charges. Be certain to verify your departure date with the hotel front desk upon check-in to avoid an early departure fee.

I accept my housing block assignment and agree to the cancellation policy.



Selecting "Guarantee My Block" below will redirect you to our SecuRemit site where you may enter your credit card information.

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Your Dashboard will be your home page for your hotel needs.

1. **Hotel Block Request** is a summary of your block request.
2. **View Inventory** allows you to view a night-by-night breakdown of your block of rooms. Please note: Las Vegas hotels have different rates for different nights.
3. **Manage Group** will be where all of your reservations live. Reservations can be added, adjusted or cancelled from this page.
4. **Hotel Reservation** can be clicked when you want to start adding reservations for each individual in your group.

DASHBOARD

Welcome to your Dashboard for The 116th NAACP National Convention. From here you may request and book your hotel rooms.

HOTEL BLOCK REQUEST
VIEW BLOCK REQUEST →

Block Request Details

Status: Guaranteed
Submitted: Feb 24, 2025 8:58:01 AM
Last Updated: Feb 24, 2025 9:03:05 AM
Booking Selection: YOUTH

VIEW INVENTORY

MANAGE GROUP
ADD/EDIT PERSONNEL →

HOTEL RESERVATION
ADD ROOM +

Release Unassigned Rooms

I have booked all of the hotel reservations we will need.

Reservation List Drop Off ⓘ

Reservation Imports are disabled in the staging environment.

CONTACT PROFILE
EMILY TEST2
EDIT →

Group Financial Summary

Booking Total	\$0.00
Payments	\$0.00

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130 : 13 : 56 : 44
days hours min sec

Helpful Links

[Hotel Info](#)

[Hotel Help Guide](#)

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Adding a Hotel Reservation:

1. Click on **Hotel Reservation** on the dashboard.
2. Enter in the arrival and departure date for the reservation you are trying to make. If there are multiple guests in the room, it can be adjusted by clicking the + button next to guests.
3. Your assigned hotel will show up to book a room.
4. Click on **View Rooms** to move forward to reserve a room. You will be able to review the details of the hotel from here.
5. You will need to agree to the cancellation policy in order to move forward and add the individual's name to the reservation.

ROOM SEARCH

[Dashboard](#)

Search Hotels

[Edit Search](#)

Arrival: 7/12/2025, Departure: 7/16/2025, Rooms: 1, Guests/Room: 1

Arrival

2025-07-12



Rooms

-

1

+

Guests/Room

-

1

+

Departure

2025-07-16

[REFRESH RESULTS](#)[Filter Results](#)

The rates indicated below are based on **Single** occupancy. Additional occupants may incur additional fees.

Las Vegas Hotels require guests to be 21+ to check in.

Sort by: [Default](#) Name Price Distance

Le Meridien Charlotte

[Click here to view nightly rates](#)

0.5 miles from Charlotte Convention Center

Hotel Features

[VIEW ROOMS](#)

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Adding a Hotel Reservation:

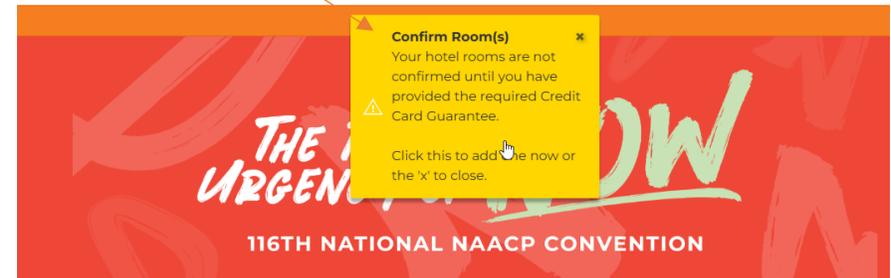
1. Add the Occupant information for each individual staying in the room
2. Each reservation will need to have a valid credit card (expiration ending after August 2025) attached to the reservation. **IMPORTANT!** This card will be charged a one night's room and tax deposit on or after June 16,2025.

* Who's in the room? (4 people maximum)

+ ADD PERSON

* indicates required fields.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Company	* NAACP State Conference/Unit #
<input type="text" value="NAACP10"/>	<input type="text" value="0000"/>
If you don't know your unit # enter "0000"	
* Address	* Email
<input type="text"/>	<input type="text"/>
ADDRESS IS REQUIRED	
* Postal Code	* City
<input type="text"/>	<input type="text"/>
POSTAL CODE IS REQUIRED	CITY IS REQUIRED
* State/Province	* Country
Please Select >	United States >
STATE/PROVINCE IS REQUIRED	
* Phone Number	
<input type="text"/>	
Rewards Program #	
<input type="text"/>	
Special Accommodations >	
<input type="checkbox"/> I agree to the Terms of Use	
SAVE	



DASHBOARD

Welcome to your Dashboard for The 116th NAACP National Convention. From here you may request and book your hotel rooms.

HOTEL BLOCK REQUEST VIEW BLOCK REQUEST →

Block Request Details

Status: Guaranteed

Submitted: Feb 24, 2025 8:58:01 AM

Last Updated: Feb 24, 2025 9:03:05 AM

Booking Selection: YOUTH

VIEW INVENTORY

MANAGE GROUP ADD/EDIT PERSONNEL →

Group Financial Summary

Booking Total	\$0.00
Payments	\$0.00

Confirm Room(s) CCG

Pay Now

TestGroup2 / Emily

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130 : 13 : 52 : 18
days hours min sec

Helpful Links

- [Hotel Info](#)
- [Hotel Help Guide](#)

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Manage Group Tab:

1. Clicking on **Add New Person** is a secondary way to add a room. Once you enter in the first name, last name and email address, you can follow the steps in the page above.
2. **Export Personnel** will allow you to export your groups reservations into a spreadsheet.
3. **Filter** will allow you to do a quick search for reservations in your group.
4. You can **cancel** a room by clicking the Room button at the bottom
5. You can add a credit card to a reservation by clicking on the red \$ sign.
6. A room will show with a yellow box if there is incomplete information.
7. A room will show with a green box once all information has been completed.

NAACP10 / faker Cart Dashboard

GROUP SUMMARY

NOTE: Reservations are not complete until guaranteed with a credit card. Click the red dollar sign below to add a valid credit card

Instructions to make a reservation:

1. Click "Add New Person" and add required information for each hotel reservation.
2. Each individual reservation will be required to have a credit card guarantee added to their room. This is in addition to the credit card used to guarantee the room block.
3. Click the red dollar sign under "credit card guarantee" and follow directions to add credit card.
4. Click "Send Confirmation(s)" button to send confirmations for individuals in your group.

Instructions to change a credit card on file:

1. Click the green "Room" button in the group below.
2. Click "Change Credit Card" button that will bring you to the page to change the individual credit card.

▶ Add New Person
▶ Export Personnel
▶ Filter

Results Total: 2

	First Name	Last Name	Company	Hotel	Credit Card Guarant
1073	faker	841test	NAACP10	+ ROOM	
1092	faker	684test	NAACP10	Room	

Send All Confirmations Include Contact: LATEST CONFIRMATION SENT: MAY 29, 2024 9:46:08 AM

Instructions to change a credit card on file:

1. Click the green "Room" button in the group below.
2. Click "Change Credit Card" button that will bring you to the page to change the individual credit card.

▶ Add New Person
▶ Export Personnel
▶ Filter

Results Total: 2

	First Name	Last Name	Company	Hotel	Credit Card Guarantee
1073	faker	841test	NAACP10	+ ROOM	
1092	faker	684test	NAACP10	Room	

Reservation Summary
Mandalay Bay & Casino (RESORT QUEEN/QUEEN)

Was this page easy to use?

Arrival / Departure: Wed, Jul 10 2024 - Mon, Jul 15 2024
Min. Rate/Night: \$178.00
Room Fee: \$1,048.00
City Tax: \$140.22
Occupancy Tax: \$0.00
Resort Fee: \$150.00

Show Information
The 116th NAACP National Convention
The NAACP Strives to attract

Area Map
Las Vegas, NV