



ABC Convention 2019
March 24-28, 2019 · Long Beach, California

HOTEL ROOM BLOCK REQUEST FORM

REQUEST FOR 10 OR MORE ROOMS

CONTACT INFORMATION

DEADLINE: FEBRUARY 1, 2019

Company:			
Contact First Name:		Last Name:	
Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			
<input type="checkbox"/> <i>In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making hotel room reservations.</i>			

HOTEL SELECTION: Review hotels below and indicate your hotel choices in order of preference. Requests will be honored on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

Preference	Hotels	Single	Double	Triple	Quad
	Courtyard Long Beach Downtown	\$219	\$219	\$219	\$219
	Hilton Long Beach	\$229	\$229	\$239	\$249
	Hyatt Regency Long Beach	\$256	\$256	\$281	\$306
	Renaissance Long Beach	\$235	\$235	\$255	\$275
	Westin Long Beach	\$229	\$229	\$254	\$279

Below, please indicate the number of rooms (by bed type) you require each night. Your night by night room block (pattern) that you select will affect your hotel placement, therefore, be accurate and conservative.

Room Type	Friday 3/22/19	Saturday 3/23/19	Sunday 3/24/19	Monday 3/25/19	Tuesday 3/26/19	Wednesday 3/27/19	Thursday 3/28/19	Friday 3/29/19	Saturday 3/30/19
One Bed									
Two Beds									
TOTAL ROOMS									

TERMS & CONDITIONS

DUE DATE – February 1, 2019: A complete rooming list with names and arrival/departure dates for each reservation must be submitted. After this date rooms without individual names will be released. Rooming list must be accompanied by a credit card guarantee for one night's room and tax for each room. Rooming lists received without a valid guarantee/deposit will not be processed.

Once your block is confirmed, you will receive a Block Confirmation Letter via email with instructions for submitting your rooming list.

DEPOSIT: Rooming lists must be accompanied by a credit card guarantee for one night's room rate and tax for each room reserved. Hotels may charge a one night's room and tax deposit for each room reservation on or after **February 25, 2019**. If a cancellation occurs after this date, the deposit will be forfeited. The credit card you use to guarantee each room must be valid through March 2019.

TAX DISCLAIMER: Rates do not include the 15.4% hotel tax which is subject to change at any time.

CANCELLATION POLICY: Cancellations on or after **February 1, 2019** will be subject to a \$50 processing fee. Rooms cancelled less than 48 hours prior to arrival date will be charged a penalty \$50 and a hotel penalty of one night's room rate plus tax.

EARLY DEPARTURE FEE: Hotels may charge an early departure fee if you check out prior to your scheduled departure date.

I have read agree and agree to the Terms & Conditions.

Name: _____ Signature: _____

Return completed form to Katie McLaughlin at Orchid.Events:

Mail:
 175 S. West Temple, Suite 20
 Salt Lake City, UT 84101

Email: katie@orchid.events

Fax: 801-355-0250

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 (801) 433-0665 International
 7:00 am – 6:00 pm MST, Mon–Fri