

# Hotel Reservation Form



## 51st ASHP Midyear Clinical Meeting & Exhibition

December 4–8, 2016 | Mandalay Bay Convention Center | Las Vegas, Nevada

### IMPORTANT DEADLINE—REGISTER EARLY!

Reservations will be accepted by Orchid Event Solutions until **November 2, 2016** at 8:00 p.m. Eastern Time (ET) or until the group block is sold out, whichever occurs first. After this date, reservations will be made based on availability and hotels may charge higher rates.

**You must be registered for the meeting in order to reserve a hotel room at the convention rate.**

### FOUR WAYS TO RESERVE YOUR HOTEL ROOM (Do not mail to ASHP)

ONLINE	PHONE	FAX	MAIL
www.ashp.org/midyear	877-505-0675 801-505-4613 9:00 a.m.–8:00 p.m. ET, Monday–Friday	801-355-0250	ASHP/Orchid Event Solutions 175 S. West Temple, Suite 30 Salt Lake City, UT 84101

### GUEST INFORMATION

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
STREET  
CITY STATE ZIP

An acknowledgement of your room reservation will be sent directly to you by Orchid Event Solutions. Please review all information for accuracy. You will not receive a confirmation from your hotel.

### HOTEL PREFERENCE

Hotel preferences will be honored to the extent accommodations are available. Refer to the hotel map for rates and locations.

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

If all three (3) choices are unavailable, please process this reservation according to (check one):  Comparable Room Rate  Proximity to Mandalay Bay Convention Center

### ROOM TYPE

Please check one. Additional fees may apply to third and fourth occupants. Submit only one room request per form. Make extra copies if needed.

Single (1 person/1 bed)  DBL (2 persons/1 bed)  DBL/DBL (2 persons, 2 beds)  Triple (3 persons/2 beds)  Quad (4 persons/2 beds)  Suite\*

List all room occupants: \_\_\_\_\_

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

Hotel will honor special requests to the extent possible but requests are not guaranteed. Hotel will assign specific room types upon check-in based on availability. \*Suite availability and rates are available through Orchid Event Solutions. Please call 877-505-0675 or 801-505-4613 or email ASHP@orchideventsolutions.com.

### RESERVATION GUARANTEE

All reservation requests must be accompanied by a credit card guarantee or check for one night's room and tax deposit. Tax is currently 12%, subject to change. Hotel forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed hotel form.

American Express  MasterCard  Visa  Discover  Diner's Club  Check\*

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I hereby authorize Orchid Event Solutions or any one of the participating hotels to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than November 2, 2016. If the charge to the credit card is denied, we reserve the right to release your reservation. \*If paying by check, make check payable to Orchid Event Solutions and mail payment with hotel reservation form to above address. Check should be in U.S. funds drawn on a U.S. bank. Wire transfers will not be accepted.

### CANCELLATIONS/CHANGES

Cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid Event Solutions. Cancellations after **November 2, 2016** will be subject to a \$75.00 processing fee per reservation. If a cancellation occurs within 72 hours of arrival date, the deposit of one night's room and tax will be forfeited entirely. Please refer to your hotel's individual cancellation policy found on your acknowledgement letter. Cancellations and changes can be emailed to **ASHP@orchideventsolutions.com**.

Please keep a copy of this form. Make additional copies if needed.

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