

# Exhibitor Hotel Room Block Request Form



June 3-7, 2017  
Minneapolis Convention Center  
Minneapolis, Minnesota

## IMPORTANT DEADLINES

- April 6, 2017** A complete rooming list with names and guarantee for each reservation must be submitted for all blocks held. Any rooms not reserved will be released. Requests for additional rooms will be based on availability.
- May 10, 2017** Final cut-off date for reservations.

**THREE WAYS TO SUBMIT YOUR ROOM BLOCK REQUEST (Do not mail to ASHP)**  
You may also submit online at <https://ashpsm17.registerat.com/Home.aspx>

### FAX

801-355-0250

### EMAIL

ASHP@orchideventsolutions.com

### MAIL

Orchid Event Solutions | 175 S. West Temple, Suite 30  
Salt Lake City, UT 84101

## CONTACT INFORMATION

Name \_\_\_\_\_

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP COUNTRY

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

*An acknowledgement of your room block 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 and room type preferences will be honored to the extent accommodations are available. Refer to the hotel map for rates and location.

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

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

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

If we are unable to secure your entire block in your first choice hotel, please (check one):

- Reserve all rooms in next available hotel       Split the block between the hotels listed

If all three (3) choices are unavailable, please process this reservation according to the above and based on (check one):

- Comparable Room Rate       Proximity to Convention Center

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



SUMMER MEETINGS & EXHIBITION 2017

ROOM BLOCK

Room block flow must be based on previous year's final room night pick up.

Table with 9 columns: Exhibitor DAY/DATE, Move In Fri 6/2, Move In Sat 6/3, Move In/Show Sun 6/4, Show Mon 6/5, Show Tues 6/6, Show Wed 6/7, Move Out Thur 6/8, TOTAL. Row 1: # of Rooms

Check if additional accommodation types are requested\* [ ] 1 or 2 Bedroom Suite [ ] Hospitality Suite

\* Orchid Event Solutions will contact you for additional information.

Special Requests \_\_\_\_\_

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 mark the appropriate box above and we will send additional information.

ROOM BLOCK POLICIES

Hotel room blocks are for qualified exhibitors, sponsors, and approved attendee groups. Qualified exhibitors or sponsors must have submitted a contract for exhibit space or sponsorship prior to requesting hotel rooms. All reservations must be made through ASHP and are subject to ASHP's approval. All personnel must be registered for the meeting in order to receive the convention rate. Any company or attendee groups who do not adhere to these procedures may be subject to denial of exhibit space, hotel rooms, and or request for meeting space at future ASHP meetings.

RESERVATION GUARANTEE

Room block requests will be reviewed and approved based on previous year's (Summer 2016) final room night pickup. All rooming lists must be accompanied by individual credit card guarantee or check for one night's room and tax deposit. Tax is currently 13.4% (subject to change.) Reservations received without a valid guarantee/deposit will not be processed. Check deposits must be mailed with a completed housing form.

CANCELLATIONS/CHANGES

Cancellations after April 6, 2017 will be subject to a \$75.00 cancellation processing fee, per reservation. Cancellations made within 72 hours of arrival date will be charged one night's room and tax. Please refer to your hotel's individual cancellation policy found on your acknowledgement letter. All cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid Event Solutions. Cancellations and changes can be emailed to ASHP@orchideventsolutions.com.

Please sign to indicate you are in agreement with the above outlined policies and procedures related to reserving a room block.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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