

OFFICIAL HOTEL RESERVATION FORM

CONTACT INFORMATION

RESERVATION DEADLINE: August 28, 2019

First Name:		Last Name:			
Company:					
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 a hotel room reservation.</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 by Marriott Phoenix Downtown	\$189	\$189	\$189	\$189
	Hyatt Regency Phoenix	\$199	\$199	\$219	\$239
	Kimpton Hotel Palomar Phoenix	\$179	\$179	\$199	\$219
	Renaissance Phoenix Downtown Hotel	\$199	\$199	\$219	\$239
	Residence Inn by Marriott Phoenix Downtown	\$209	\$209	\$219	\$229
	Sheraton Phoenix Downtown	\$199	\$199	\$219	\$239
	Springhill Suites by Marriott Phoenix Downtown	\$159	\$159	\$159	\$159

ROOM INFORMATION: Arrival Date: _____ Departure Date: _____

ROOM TYPE Single (1 bed/1 person) Double (1 bed/2 persons) Double (2 beds/2 persons)
 Triple (2 beds/3 persons) Quad (2 beds/4 persons)

List names of all room occupants: 1. _____ 2. _____
3. _____ 4. _____

 Check here if you have a disability requiring special services Special Requests: _____

IMPORTANT INFORMATION

DEPOSIT: All reservation requests must be accompanied by a credit card guarantee or check for a deposit of one night's room & tax for each room reserved. Tax is currently 12.57% (subject to change). Forms received without a valid guarantee/deposit will not be processed.

Call me for a valid credit card guarantee Check deposit is enclosed, payable to Orchid Events (**must be received by 28 July**)

Your hotel reserves the right to charge this card a deposit for one night's room and tax for each room reservation on or after **28 August**. This credit card must be valid through September 2019.

CANCELLATION: Reservations cancelled on or after August 20 but prior to September 12th will be subject to a \$25 fee for each room cancelled. Cancellations made after September 12th will be subject to the hotel's cancellation policy. Failure to cancel a reservation 72 hours prior to arrival will result in a one night non-refundable guest room charge plus applicable taxes posted to the attendee's credit card on file. The credit card information on file at the time the reservation is cancelled will be billed the applicable cancellation fees. No exceptions or refunds will be granted.

If you don't receive a confirmation or have questions, please contact Orchid.Events.

Please return completed form to Orchid.Events:

Mail:
175 S. West Temple, Suite 30
Salt Lake City, UT 84101

Email: help@orchid.events
Fax: 801-355-0250

855-657-0547 US Toll-free
801-433-0661 International
7:00 am – 6:00 pm MST, Mon–Fri