

OFFICIAL HOTEL RESERVATION REQUEST FORM

CONTACT INFORMATION

RESERVATION DEADLINE: 14 September 2023

First Name:		Last Name:	
Company:			
Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			
<input type="checkbox"/> 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.			


HOTEL SELECTION: Please 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
	The Westin Hotel (HQ Hotel)	\$245	\$245	\$260	\$275
	Omni William Penn Hotel	\$239	\$239	\$254	\$269
	Embassy Suites by Hilton	\$199	\$209	\$224	\$239
	Kimpton Hotel Monaco	\$239	\$239	\$249	\$259
	Drury Plaza Hotel	\$209	\$209	\$219	\$229

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 for each room reserved. Tax is currently 14% (subject to change). Forms received without a valid guarantee will not be processed. **Once your form has been received, we will call you for a valid credit card guarantee.**

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 **14 September 2023**. This credit card must be valid through October 2023.

CANCELLATION POLICY: Reservations canceled on or after September 13 but prior to October 5th will be subject to a \$25 USD fee for each room canceled. Cancellations made after October 5th 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.

If you don't receive an e-mail acknowledgement or have questions, please contact Orchid.Events.

Please return completed form to Orchid.Events:

Mail:
 Orchid Events
 6905 S. 1300 E., #220
 Cottonwood Heights, UT 84047

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

800-521-7845 US Toll-free
 801-214-7276 International
 7:00 am – 6:00 pm MST, Mon–Fri