

This form is required to request a block of 10 or more hotel rooms-
 PRE-APPROVAL FROM ASHRM IS REQUIRED TO RESERVE A SUB BLOCK.

PART I: ROOM BLOCK REQUEST

PLEASE NOTE: Fill in the total number of rooms requested each night, by room type. The check-out date is not considered a night stayed.

DAY	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
DATE	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18
# of Rooms Requested								

Room Preference: King or Double

Please note, selecting your room preference does not guarantee you will receive your preference. Rooms are subject to availability upon check-in.

Total Room Nights = _____

PART II: HOTEL PREFERENCE

Please rank the hotel preference:

Hotel Choice(s) in Order of Preference	Hotel	ASHRM Rate (plus tax) single occupy.	Distance from Washington State Conv. Center
	Sheraton Seattle	\$229	Across the street
	Westin Seattle	\$189	8 minute walk

PART III: CONTACT INFORMATION AND ACCEPTANCE

Event: 2017 ASHRM Annual Conference

Name of Company or Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Email Address: _____

Phone #: _____ Fax #: _____

E-mail completed form to Katarina Noelke (knoelke@smithbucklin.com).

PART IV: SUB-BLOCK POLICIES

Rooms Attrition: Changing circumstances may indicate a need to reduce the guest room block. A contracting company may reduce the guest room block without penalty, up to 10% of the total room nights, prior to the sub-block deadline **July 20, 2017, 5:00 PM EST**. Should the actual rooms utilized be less than the 90% of the total room nights (defined as the original blocked room nights minus any released room nights), the contracting company agrees to pay for the number of sleeping rooms nights not utilized up to 90% of the total room nights.

EXAMPLE: ABC Inc. contracts for 20 room nights. Prior to the cut-off date, ABC Inc. reduces their block to 18 room nights (10% maximum reduction). If only 15 room nights are utilized, ABC Inc. is liable to pay for 3 room nights not utilized.

20 room nights – Original contract

18 room nights – Final guarantee

15 room nights – Utilized

3 room nights – Variance

3 rooms x \$200 group rate = \$600 owed to ASHRM

Cut-off Date: All the individual room occupants’ names will be due to the hotel by **July 20, 2017, 5:00 PM EST**. Be sure to refer to your company name to ensure that the names on your list are correctly attributed to your block of rooms. When your block is reserved with names, an acknowledgement will be sent from the hotel detailing each of the reservations.

All Unassigned rooms will be released for resale on July 24, 2017, 5:00 PM EST.

PART V: ACCEPTANCE AND SIGNATURE

PLEASE NOTE: A valid credit card is required to reserve your block. All credit card processing will be held until checkout or to apply any no show or cancel fees that are associated with your rooms that do not provide their own card. **Please email the completed form to Katarina Noelke (knoelke@smithbucklin.com).**

Accepted by: _____ Date: _____

Title: _____ Company: _____

REMINDER: *By signing the above, this signifies your company agrees to the sub-block procedure and policies listed within this document.*

E-mail completed form to Katarina Noelke (knoelke@smithbucklin.com).