

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	Sept 21	Sept 22	Sept 23	Sept 24	Sept 25	Sept 26	Sept 27	Sept 28
# of Rooms Requested								
Single								
Double								

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 Conv. Center
	Hilton Orlando	\$214 (Single-Quad)	Connected
	Hyatt Regency Orlando	\$231 (Single-Quad)	Connected

**PART III: CONTACT INFORMATION AND ACCEPTANCE**

Event: 2016 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 Aretha Ducally ([Aretha.Ducally@hilton.com](mailto:Aretha.Ducally@hilton.com)) for Hilton Orlando or Laura Seijas ([laura.seija@hyatt.com](mailto:laura.seija@hyatt.com)) for Hyatt Regency Orlando.**

**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 29, 2016, 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 29, 2016, 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 August 1, 2016.**

**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 Aretha Ducally ([Aretha.Ducally@hilton.com](mailto:Aretha.Ducally@hilton.com)) for Hilton Orlando and Laura Seijas ([laura.seijas@hyatt.com](mailto:laura.seijas@hyatt.com)) for Hyatt Regency Orlando.**

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.

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