



CGA STRATEGIC CONFERENCE 2018

September 23-25, 2018 | Palm Springs Convention Center | Palm Springs, CA

HOTEL ROOM BLOCK REQUEST FORM

Use this form **ONLY** if you are reserving **10 or more rooms**. Groups requiring fewer than 10 rooms, please use the housing website link: <https://book.passkey.com/go/caga18>

CONTACT INFORMATION

Reservation Deadline: August 2, 2018

| | | | | |
|--|--|------------|------|----------|
| Company: | | | | |
| Contact First Name: | | Last Name: | | |
| 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 reservations. | | | | |

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 | Tax Rate |
|------------|--|--------|--------|--------|-------|----------|
| | Renaissance Palm Springs - Host Hotel <i>(minimum 2-night stay required)</i> | \$179 | TBD | TBD | TBD | 16.89% |
| | Hilton Palm Springs - King/Queen | \$164 | \$164 | \$184 | \$184 | 16.95% |
| | Hilton Palm Springs - Plaza Suites | \$194 | \$194 | \$214 | \$214 | |

Below, please indicate the number of rooms (by bed type) you require each night. Your night by night room block (pattern) that you select will affect your hotel placement, therefore, be accurate and conservative.

| Room Type | 9/20/18 Thursday | 9/21/18 Friday | 9/22/18 Saturday | 9/23/18 Sunday | 9/24/18 Monday | 9/25/18 Tuesday | 9/26/18 Wednesday |
|------------------|---------------------|-------------------|---------------------|-------------------|-------------------|--------------------|----------------------|
| One Bed | | | | | | | |
| Two Beds | | | | | | | |
| Total # of Rooms | | | | | | | |

TERMS & CONDITIONS

DEADLINE – AUGUST 2, 2018: A complete rooming list with names and arrival/departure dates for each reservation must be submitted. After this date rooms without individual names will be released. Rooming list must be accompanied by a credit card guarantee for one night's room and tax for each room. Rooming lists received without a valid guarantee/deposit will not be processed.

Once your block is confirmed, you will receive a Block Confirmation Letter via email with instructions for submitting your rooming list.

DEPOSIT: Rooming lists must be accompanied by a credit card guarantee for one night's room rate and tax for each room reserved. Hotels may charge a one night's room and tax deposit for each room reservation on or after **August 31, 2018**. The credit card you use to guarantee each room must be valid through September 2018.

CANCELLATION POLICY: Reservations cancelled after **August 31, 2018** and prior to 72 hours before arrival date will be subject to a \$25 cancellation fee for each room cancelled. Deposit of one night's room & tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.

EARLY DEPARTURE FEE: Hotel may charge an early departure fee if you check out prior to your scheduled departure date.

I have read agree and agree to the Terms & Conditions.

Name: _____ Signature: _____

Return completed form to Kristi Woolston at Orchid.Events:

Mail:
175 S. West Temple, Suite 20
Salt Lake City, UT 84101

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

(800) 989-4006 US Toll-free
(801) 214-7277 International
7:00 am – 6:00 pm MST, Mon–Fri