

October 8-10, 2017 · New Orleans, LA
New Orleans Ernest N. Morial Convention Center



GROUP ROOM BLOCK REQUEST FORM

(FOR 10 OR MORE ROOMS)

CONTACT INFORMATION

DEADLINE: AUGUST 17, 2017

Name:			
Company:			
Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			

HOTEL SELECTION

Please review hotels and indicate your hotel choices in order of preference. Refer to the attached "Official Hotel List & Map" for locations. 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.

- _____
- _____
- _____

ROOM BLOCK: Below, please indicate the number of rooms (by bed type) you require each night. Your night by night room block request will affect your hotel placement and must be based on DMA 2016 room night pick up, therefore, be accurate and conservative.

	Pre-Move In	Move In	Move In	Show Day	Show Day	Show/Tear Down	Tear Down
2017 Dates	THU, 10/5	FRI, 10/6	SAT, 10/7	SUN, 10/8	MON, 10/9	TUE, 10/10	WED, 10/11
One Bed:							
Two Beds:							
Total Rooms							

TERMS & CONDITIONS

DEADLINE DATE - AUGUST 17, 2017: 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 September 11, 2017. The credit card you use to guarantee each room must be valid through October 2017. Credit Card will be held as a GUARANTEE only; **no initial charges will be collected when booking a reservation.**

TAX DISCLAIMER: Rates do not include the 15.75% (subject to change) and a \$2 or \$3 per night occupancy fee.

CANCELLATION: Reservations cancelled after **September 11, 2017** and prior to 72 hours before arrival date will be subject to a \$50 cancellation fee for each room cancelled (charged by Orchid.Events). Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.

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

Name: _____ Signature: _____

Return completed form to Ben Pendleton at Orchid.Events:

Questions?

Mail:
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Salt Lake City, UT 84101

Email: DMA@orchideventsolutions.com
Fax: 801-355-0250

(855) 422-0749 US Toll-free
(801) 433-0662 International
7:00 am – 6:00 pm MST, Mon–Fri