

EXHIBITOR ROOM BLOCK FORM

INSTRUCTIONS

To Block Sleeping Rooms: Orchid Event Solutions will hold room blocks with a deposit. Personnel names with final arrival/departure dates are due in writing no later than **June 4, 2014**. This is a strict deadline, and room blocks will be released if names are not supplied by this date. **Require 5 or fewer sleeping rooms?** You may prefer to make individual housing reservations online at www.aapm.org/meetings/2014AM/. Only fully completed forms will be accepted at Orchid Event Solutions. **Please make copies of form as needed.**

PHONE: 888-505-4486

Hours: 7:00am-6:00pm MST, Mon-Fri

FAX: 801-355-0250

Do not mail after faxing.

MAIL:

175 South West Temple, Suite 30
Salt Lake City, UT 84101

ACKNOWLEDGMENTS

Orchid Event Solutions will send you an acknowledgment of your reservation. Please review all information for accuracy. If you do not receive your acknowledgment within 3 to 5 days or have questions regarding your reservation, please contact Orchid Event Solutions at 888-505-4486 or email help@orchideventsolutions.com. **You will not receive a confirmation from the hotel.**

ROOM RATES/TAXES

To take advantage of the special AAPM meeting rates, please submit your request for an exhibitor room block as soon as possible.

All rates are per room and are subject to 15% tax (subject to change).

Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.

CHANGES/ CANCELLATIONS POLICY

Reservations may be changed or cancelled through Orchid Event Solutions until July 10, 2014. Do not contact the hotels directly until after July 10, 2014. Reservations cancelled after June 25, 2014 will be subject to a \$25.00 processing fee. Cancellations within 48 hours prior to the day of arrival will forfeit their entire deposit. (Credit cards will only be charged if cancelled within the penalty period). Early departures are subject to penalty fees set by the hotel. A charge of first night's room and tax will be applied and/or forfeited if you do not cancel or do not arrive (no-show).

CONTACT INFORMATION

First Name: _____ M.I.: _____ Last Name: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

Exhibiting Company: _____

Address: _____

City/State/Province: _____

Zip/Postal Code/Country: _____

ROOM BLOCK RESERVATION

Date	# Rooms	Single/Double
July 16, 2014		
July 17, 2014		
July 18, 2014		
July 19, 2014		
July 20, 2014		
July 21, 2014		
July 22, 2014		
July 23, 2014		
July 24, 2014		

Please complete the number of rooms on a nightly basis. Room block requests are processed on a first come, first-served basis.

A first night's room and tax deposit or major credit card number is required to secure each room.

Special Needs:



Rank Preference

- Hilton Austin (AAPM HQ)
 The Driskill Hotel
 Residence Inn Downtown
 Courtyard Downtown
 Omni Downtown
 Intercontinental Stephen Austin
 Hyatt Place
 Radisson Hotel
 Hampton Inn Downtown
 Hilton Garden Inn Downtown

Rates Listed in US Dollars

- \$172 Single or Double **(limited block: 10 rooms)**
 \$179 Single or Double
 \$164 Single or Double
 \$154 Single or Double
 \$149 Single or Double
 \$145 Single or Double
 \$145 Single or Double
 \$139 Single or Double
 \$138 Single or Double
 \$138 Single or Double

To request a suite, please contact mike@orchideventsolutions.com or call **801-505-4112**.

Final personnel list, to include the same information as above, per individual, is DUE BY JUNE 4TH.