



**2017 CGA Strategic Conference
September 24-26, 2017 - Palm Springs, California**

**HOTEL ROOM BLOCK REQUEST FORM
Reservation Deadline: August 3, 2017**

Use this form ONLY if you are reserving 10 or more rooms.

Groups requiring fewer than 10 rooms are asked to use the housing website link: <https://aws.passkey.com/go/CGA2017>

CONTACT INFORMATION

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

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 (minimum 2 night stay)	\$170	\$170	\$170	\$170	16.89%
	Hilton Palm Springs	\$159	\$159	\$179	\$179	16.95%
	Courtyard Palm Springs	\$154	\$154	N/A	N/A	16.5%

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	9/21/17 Thursday	9/22/17 Friday	9/23/17 Saturday	9/24/17 Sunday	9/25/17 Monday	9/26/17 Tuesday	9/27/17 Wednesday
One Bed							
Two Beds							
Total # of Rooms							

TERMS & CONDITIONS

DEADLINE – AUGUST 3, 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 1, 2017**. If a cancellation occurs after this date, the deposit will be forfeited. The credit card you use to guarantee each room must be valid through September 2017.

CANCELLATION POLICY: Reservations cancelled after **September 1, 2017** 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 Amy Searles at Orchid.Events:

Mail:
175 S. West Temple, Suite 30
Salt Lake City, UT 84101

Email: asearles@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