



HOTEL SUITE REQUEST FORM

CONTACT INFORMATION

DEADLINE: AUGUST 9, 2017

| | | | |
|-------------------|------|------------|-------|
| First Name: | | Last Name: | |
| Company: | | | |
| Address: | | | City: |
| State: | Zip: | Country: | |
| Phone: | | Fax: | |
| Email (required): | | | |

HOTEL / SUITE PREFERENCES: Please indicate in order of preference (1st, 2nd, etc.). Every effort will be made to secure the requested suite at one of your preferred hotels. If none are available, Orchid Event Solutions Housing will contact you.

| HOTEL / SUITE | Preference | Rate |
|---------------|------------|------|
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SUITE INFORMATION: Arrival Date: _____ Departure Date: _____

Indicate the use of your suite: Sleeping Suite Meeting Suite Hospitality Suite

How many people do you need the suite to accommodate? _____

ROOM TYPE: One Bedroom Suite Two Bedroom Suite

Do you have any special requests for your suite? _____

 Check here if you have a disability requiring special services Non-Smoking Smoking

IMPORTANT INFORMATION:

DEPOSIT: All reservation requests must be accompanied by a credit card guarantee for one night's room and tax for each suite reserved. Tax is currently 13.38% and is subject to change. Suite request forms received without a valid guarantee will not be processed.

Your hotel reserves the right to charge this card a deposit for one night's room and tax for each room reservation on or after August 9, 2017. This credit card must be valid through September 2017.

Amex MasterCard Visa Discover

Card #: _____ Exp. Date: _____

Name: _____ Signature: _____

CANCELLATION POLICY: Any cancellations received after May 2, 2017 will be charged a \$50 cancellation fee for each room reservation cancelled, charged by Orchid Event Solutions. Reservations cancelled on or after August 10, 2017 will be charged one night's room rate & tax and will be charged by the hotel.

If you don't receive a confirmation or have questions, please contact Orchid Event Solutions.

Return completed suite request form to Katie McLaughlin at Orchid Event Solutions by August 9, 2017:

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

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

(888) 665-1373 US Toll-free
 (801) 505-5262 International
 7:00 am – 6:00 pm MST, Mon–Fri