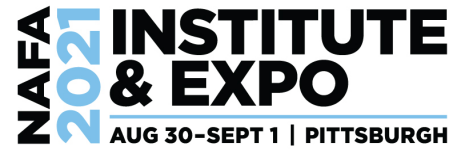


ROOM BLOCK REQUEST FORM
REQUEST FOR 10 OR MORE ROOMS
DEADLINE: August 5, 2021



CONTACT INFORMATION

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 hotel room reservations.			

HOTEL PREFERENCE: 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
	Courtyard by Marriott Pittsburgh Downtown	\$207	\$207	\$207	\$207
	Drury Plaza Hotel Pittsburgh Downtown	\$212	\$212	\$222	\$232
	Embassy Suites Pittsburgh Downtown	\$217	\$217	\$232	\$247
	Hampton Inn & Suites Pittsburgh Downtown	\$207	\$207	\$207	\$207
	Kimpton Hotel Monaco Pittsburgh	\$227	\$227	\$227	\$227
	Omni William Penn Hotel	\$217	\$217	\$237	\$257
	The Westin Pittsburgh	\$217	\$217	\$237	\$257

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	08/27 FRI	08/28 SAT	08/29 SUN	08/30 MON	08/31 TUE	09/1 WED	09/2 THU
One Bed:							
Two Beds:							
TOTAL ROOMS							

TERMS & CONDITIONS

ROOMING LIST DEADLINE – JULY 22, 2021: A complete rooming list with names and arrival/departure dates for each reservation must be submitted by July 22, 2021. After this date rooms without individual names will be released. All rooming lists must be accompanied by individual credit card guarantee for one night's room and tax deposit by July 22, 2021. Tax is currently 14% (subject to change). Reservations received without a valid guarantee/deposit will not be processed and rooms will be released.

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

DEPOSIT / CANCELLATION POLICY:

Cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid.Events. Cancellations after **July 22, 2021 may be subject to a \$75 cancellation processing fee, per reservation.** Hotels will charge the non-refundable deposit of one night's room & tax on or after **August 5, 2021.** Please note that if you cancel after **August 5, 2021,** this deposit will not be refunded.

Cancellations and changes should be made online or emailed to help@orchid.events.

In the event you check out of your hotel room prior to the reserved check-out date, the hotel may add an early departure fee to your guest folio. If you wish to avoid an early check out fee, please advise the Hotel at or before check-in of any change in planned length of stay.

I have read and agree to the Terms & Conditions. By securing a room block through Orchid Events, it is understood that these rooms are held exclusively for your organization and is relying on each room to be utilized. If your requested block is significantly reduced or cancelled after August 5, 2021, NAFA at its discretion may require Exhibitor to pay for the number of total room nights not utilized.

Name: _____ Signature: _____

Return completed form to Susie Brenner at Orchid.Events:

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

Email: susie@orchid.events

Phone: (801) 505-4131 / Fax: 801-355-0250