



Exhibitor Block (5+) Hotel Room Request Form

Return Completed Exhibitor Block (5+) Request Form to:

WOCN® Society Housing Department
 c/o Meeting Services Plus
 250 Marquette Ave S, Suite 1300
 Minneapolis, MN 55401-2180
Fax: 1-612-767-8211
Email: susang@meetingservicesplus.com

To reserve 1 to 4 rooms: Please make individual housing reservations online at wocnconference.com.

- Block requests are now being accepted. **Housing assignments will be confirmed on or after January 26.** Confirmation of hotel assignment to follow from the WOCN® Society Housing Department on or after January 26.
- Please indicate the number of rooms on a nightly basis required. Room type requests are processed on a first-come, first-served basis.
- Please print clearly. Only fully completed forms will be processed. Complete all information to avoid delays.
- If demand is substantial and overflow hotels are required, WOCN® Society is not able to guarantee the assignment of entire group block to one hotel.

EXHIBITOR BLOCK POLICY:

- Should WOCN® Society be penalized with attrition by the hotel due to poor performance AND exhibitor failed to fulfill 85% of requested room block, exhibitor will be invoiced by WOCN® for balance of room nights.
- Prior to Thursday, March 1, 2018, the contact provided will receive a form requiring a signature acknowledging the terms of the Exhibitor Block Commitment Agreement (As part of block confirmation). If not signed and returned by Thursday, March 1, 2018, the room block is subject to cancellation.
- On Thursday, March 1, 2018, your room block becomes a final Exhibitor Block Commitment Agreement. Any penalties applied will be based on the room nights within this agreement.

CHANGES AND CANCELATIONS:

Changes and cancellations are subject to availability and should be made directly with the WOCN® Society Housing Department through Wednesday, May 23, 2018. **Cancellations within 72 hours prior to day of arrival will forfeit all night's room and tax and cancel penalty will be collected by the hotel.**

>>> DEADLINES <<<

- Room lists are due by Friday, **April 20, 2018.**
- After Friday, **May 4, 2018,** the negotiated group discount will be based upon hotel room availability.

CONTACT INFORMATION:

All Exhibitor Block correspondence will be sent to this individual unless otherwise indicated.

Name _____

Exhibiting Company _____

Address 1 _____

Address 2 _____ Country _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail address _____

Acknowledgements may not be received if email filters are in place. Please add groupcampaigns@pkghlrss.com to your safe senders list.

Date, Day		Room Type(s) Requested			TOTAL Rooms Requested
		King Bed	Two Double Beds	Suite or Upgrade Request	
<i>Exhibition show dates are marked below.</i>					
May 31, 2018	Thu				
June 1, 2018	Fri				
June 2, 2018	Sat				
◆ June 3, 2018	Sun				
◆ June 4, 2018	Mon				
◆ June 5, 2018	Tue				
June 6, 2018	Wed				
June 7, 2018	Thu				
◆ Exhibiting Days					

Special Needs: _____

Special requests cannot be guaranteed, however, hotels will do their best to honor all requests. Availability of requests will be honored at the time of check-in.

GUARANTEE METHOD:

The credit card below will be used to guarantee this room block. Any penalties due to poor performance or cancels within 72 hours prior to day of arrival, will be charged against this card on file. This policy will be strictly enforced by WOCN® Society.

Visa Master Card American Express Discover

Credit Card Number: _____

Exp Date: _____ Name of Cardholder: _____

Signature*: _____ CSV#: _____

**By signing, I agree to comply with the policies set forth in this agreement by WOCN® Society and authorize my credit card to be charged applicable penalty and cancel fees. I acknowledge that I have read and hereby agree with the policies and information stated on this form. If you need clarification of the policies set forth by WOCN® prior to signing, please contact bpassy@wocn.org.*