



2018 TBA Convention and Clinic  
July 26-28, 2018 - San Antonio, TX

# HOTEL RESERVATION FORM

### CONTACT INFORMATION

**RESERVATION DEADLINE: JUNE 22, 2018**

|   |        |            |          |
|---|--------|------------|----------|
| First Name:                               |        | Last Name: |          |
| Affiliation/Institution:                  |        |            |          |
| Street Address:                           |        |            |          |
| City:                                     | State: | Zip:       | Country: |
| Phone:                                    | Fax:   |            |          |
| Email (required to receive confirmation): |        |            |          |

**HOTEL SELECTION:** Please review hotels and indicate your hotel choices in order of preference. Refer to separate listing of Official Hotels and hotel map for locations. 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.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**ROOM INFORMATION:** Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

- ROOM TYPE**
- Single (1 bed/1 person)       Double (1 bed/2 persons)       Double (2 beds/2 persons)
- Triple (2 beds/3 persons)       Quad (2 beds/4 persons)

List names of all room occupants: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Check here if you have a disability requiring special services

Special Requests: \_\_\_\_\_

### IMPORTANT INFORMATION

**DEPOSIT:** All reservation requests must be accompanied by a credit card guarantee or check in the amount equaling a deposit for one night's room and tax for each room reserved. Tax is currently 16.75% (subject to change). Forms received without a valid guarantee/deposit will not be processed.

Call me for a valid credit card guarantee (*the credit card used must be valid through July 2018*)

Check deposit is enclosed (*check deposits must be received by May 24, 2018*)

**CANCELLATION:** All cancellations must be received by Orchid.Events on or before May 24, 2018 to avoid penalty. Any reservations cancelled after May 24, 2018 will be assessed a \$50 cancellation fee. Through June 30, 2018 send requests for changes and cancellations to Orchid.Events. Beginning July 1, 2018, contact your hotel directly to make changes and cancellations. All cancellations must be received at least 72 hours prior to arrival date or one night's room and tax will be assessed.

Some hotels do require a non-refundable first night's room and tax deposit after June 30, 2018. If this applies, the credit card provided will be charged that amount.

**Return completed form to Orchid.Events:**

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

**Email:** [help@orchid.events](mailto:help@orchid.events)

**Fax:** 801-355-0250

(866) 748-9562 US Toll-free  
(801) 505-4606 International  
7:00 am – 6:00 pm MST, Mon–Fri

*Please contact the Housing Company, Orchid.Events should you have any additional questions.*