



July 25-27, 2019 · San Antonio, TX
TBA/TCDA/TODA Convention and Clinic

EXHIBITOR HOTEL RESERVATION FORM

www.swmusicshow.org

CONTACT INFORMATION

Reservation Deadline: June 21, 2019

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 Non-Smoking Smoking

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, tax and fee for each room reserved. Taxes and fees are currently: 1.25% Tourism Public Improvement Fee (PID) Fee. Room rates and PID fees are subject to 16.75% Hotel Tax per Night. (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 2019**)
- Check deposit is enclosed (**check deposits must be received by May 24, 2019**)

CANCELLATION: All cancellations must be received by Orchid.Events on or before May 24, 2019 to avoid penalty. Any reservations cancelled after May 24, 2019 will be assessed a \$50 cancellation fee. Through June 30, 2019 send requests for changes and cancellations to Orchid.Events. Beginning July 1, 2019, 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, tax and fee will be assessed.

Some hotels do require a non-refundable first night's room, tax and fee deposit after June 30, 2019. 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

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.