# 2019 TBA Convention and Clinic
# July 25-27, 2019 · San Antonio, TX

# HOTEL RESERVATION FORM

## 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

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). Room rates and PID fees are subject to 16.75% Hotel Tax per Night. (subject to change).

☐ 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 and tax will be assessed.

Some hotels do require a non-refundable first night's room and tax 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.***