



2020 TBA Convention and Clinic
July 23-25, 2020 · San Antonio, TX

HOTEL RESERVATION FORM

CONTACT INFORMATION

RESERVATION DEADLINE: JUNE 22, 2020

First Name:		Last Name:	
Affiliation/Institution:			
Street 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 a hotel room reservation.			

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.

- _____
- _____
- _____
- _____

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). ****Grand Hyatt and Marriott Plaza have additional fees that will be added to the room rate.**** 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 2020**)
- Check deposit is enclosed (**check deposits must be received by May 22, 2020**)

CANCELLATION: All cancellations must be received by Orchid.Events on or before May 22, 2020 to avoid penalty. Any reservations cancelled after May 22, 2020 will be assessed a \$50 cancellation fee. Through June 30, 2020 send requests for changes and cancellations to Orchid.Events. Beginning July 1, 2020, 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 22, 2020. 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.