SLAS2016 Group Hotel Reservation Authorization Form

(10 or more sleeping rooms ONLY)

slas 2016
5th **annual**
INTERNATIONAL
CONFERENCE & EXHIBITION

This form is required for companies requiring ten (10) or more rooms at the either of the official SLAS2016 hotels. Please complete this form in its entirety and submit to Amy McGorry via fax at +1-866-208-0291 no later than ***November 9, 2015.***

If your company requires fewer than 10 rooms, please contact the hotel(s) directly to make your reservations. Visit http://slas2016.org/conference/travel.cfm for details.

CONTACT INFORMATION: *(The person below will be the contact person for all arrangements)*

Company Name/Group Name: _____

Main Contact First Name: _____ Main Contact Last Name: _____

Address:_____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

ROOM BLOCK INFORMATION

IMPORTANT NOTE REGARDING EXHIBITION SCHEDULE: The exhibition schedule has shifted from previous years for SLAS2016 and will be open Monday, January 25 thru 1:00 pm Wednesday, January 27. Please note this shift and consider move-in/out when requesting rooms.

Availability on Wednesday, January 27 and Thursday, January 28 is extremely limited and rooms on these nights are ***not available*** at the Marriott Marquis and Marina.

Guest Rooming List: To include individual names for each of these rooms, please attach a separate Excel sheet with the fields: First Name, Last Name, Email Address, Check-In Date and Check-Out Date. If you do not wish to provide individual names at this time, please note individual names must be provided, directly to the hotel by **November 9, 2015.** Any rooms reserved without a name after this date will be released for general sale. New reservations, **with names**, will be accepted up until December 24, 2015 if space is available.

Please enter the number of rooms you are requesting each night:

Thursday Jan. 21, 2016	Friday Jan. 22, 2016	Saturday Jan. 23, 2016	Sunday, Jan. 24, 2016	Monday, Jan. 25, 2016	Tuesday, Jan. 26, 2016	Wednesday, Jan. 27, 2016	Thursday, Jan. 28, 2016

Please indicate preferred* room category and hotel preference:

☐ San Diego Marriot Marquis & Marina (Headquarters Hotel); **No Wed/Thurs Availability**

    ☐ $257 + tax – King Bed/Single Occ. ☐ $257 + tax – Two Queens/Single or Double Occ. ☐ Other

☐ Hilton San Diego Bayfront

    ☐ $257 + tax – King Bed/Single Occ. ☐ $257 + tax – Two Queens/Single or Double Occ. ☐ Other

☐ Omni San Diego Hotel

    ☐ $257 + tax – King Bed/Single Occ. ☐ $257 + tax – Two Queens/Single or Double Occ. ☐ Other

if preferred category is not available, the next closest will be assigned.
Please continue to page 2 for formal agreement.

1. **The initial hotel block requested for SLAS2016 cannot be more than 10% above final pick up from SLAS2015**, without group justification on why a larger block is being requested, such as larger booth contracted, additional poster presentations confirmed, additional speakers confirmed, more attendees registered, etc… This is subject to approval by SLAS at the time the authorization form is received.
2. The block of above has been requested but not confirmed. Upon completion of this form, SLAS will forward it onto the hotel as appropriate. You will then be contacted by the hotel directly confirming your reservation.
3. Rooms will be assigned on a first-come, first-served basis.
4. This signed form, when received by SLAS and confirmed by the hotel, will constitute your official room block.
5. The total room nights contained in a group block reservation may be reduced by the group by up to 15% **if received in writing** to the hotel directly on or before **November 9, 2015.**
    a. This date is known as the Final Adjustment Date.
    b. Should a group room block reservation be placed after November 9, 2015, no reduction will be allowed and the block as reserved at the time of initial booking will be considered the final contracted block.
6. Should the room nights utilized — on a cumulative basis — after the Final Adjustment Date fall below 85% of the initial reservation (block), the group agrees to be financially responsible for the unused room nights in the group reservation block up to 85% of the final contracted block. Financial responsibility will be determined by SLAS, not the hotel. The Group will be invoiced by SLAS directly.
7. Should the Group cancel the group room block at any point after the Final Adjustment Date, SLAS reserves the right to hold Group responsible for the total number of room nights reserved multiplied by the hotel room rates.
    a. Cancellation is defined as the total non-use of the group room block.
    b. Invoices will be sent immediately following the conference.
    c. Payment will be due no later than thirty (30) days after date of invoice.
8. Early arrival/late departure dates may not be readily available, but SLAS will work with hotel to accommodate requests.
9. Hotel will confirm reservation requests within 72 hours of approval by SLAS
10. Reservations will not be accepted without a form of payment for guarantee of one night room and tax per room reserved. A deposit may be charged by the hotel directly prior to confirmation.
11. **Hotel must receive names for the reservations by November 9, 2015. Any rooms held without a name after this date will be released for general sale.**

_____

Signature: Acting as Agent for Group   Date

GUARANTEE:

Please hold rooms for my company/group as indicated above. A credit card with a valid expiration date beyond February, 2016 is required to guarantee this request.

☐ AMEX   ☐ MasterCard   ☐ Visa

Card Number: _____ Exp. Date: _____

Signature: _____

Please print name as it appears on card: _____

This form is a fillable PDF. Please complete the fields above and use the 'Print' or 'Save As' commands to complete.
Print the form locally and fax to Amy McGorry at +1-866-208-0291.
Please do not email this form.