



CONTACT INFORMATION

Name:			
Company:			
Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			

HOTEL SELECTION

Review hotels below and indicate your hotel choices in order of preference. 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.

HOTEL	Preference	Single	2 People / 1 Bed	2 People / 2 Beds	Triple	Quad
Renaissance Nashville Hotel – <i>Headquarter Hotel</i> (connected to convention center)		\$169	\$169	\$169	\$189	\$189
Sheraton Nashville Downtown Hotel (walking distance)		\$159	\$159	\$159	\$179	\$199
Best Western Downtown Convention Center (walking distance)		\$135	\$140	\$145	\$150	\$150

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

<p>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 15.25% + \$2.50 Flat Tax and is subject to change. Forms received without a valid guarantee/deposit will not be processed.</p> <p>CANCELLATION: Reservations cancelled after May 6, 2013, and prior to 72 hours before arrival date will be subject to a \$25 cancellation fee for each room cancelled charged by Orchid Event Solutions. Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.</p> <p>Orchid Event Solutions will send you a confirmation of your reservation. If you don't receive a confirmation or have questions, please contact us.</p>	<p>Please note: This credit card must be valid through June, 2013. Credit cards will not be charged at this time, your hotel will charge your credit card upon check-in.</p> <p><input type="checkbox"/> Amex <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover</p> <p><input type="checkbox"/> Check payable to Orchid Event Solutions Check # _____</p> <p>Card #: _____</p> <p>Exp. Date: _____</p> <p>Name: _____</p> <p>Signature: _____</p>
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Return completed form to Orchid Event Solutions:

Mail to Orchid Event Solutions:
 175 S. West Temple, Suite 140
 Salt Lake City, UT 84101

(888) 665-1368 US Toll-free
 (801) 505-5257 International
 7:00 am – 6:00 pm MST, Mon–Fri

Email: help@orchideventsolutions.com

Fax: 801-355-0250