

OFFICIAL HOTEL RESERVATION FORM

December 15-20, 2015 · Honolulu, Hawaii

RESERVATION DEADLINE: NOVEMBER 13, 2015



CONTACT INFORMATION

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

HOTEL SELECTION: Please refer to separate Official Hotel List and list 4 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.

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 and tax for each room reserved. Tax is currently 13.962% (subject to change). Forms received without a valid guarantee/deposit will not be processed.

CANCELLATION: Reservations cancelled after November 13, 2015 will be subject to a \$25 cancellation fee for each room cancelled charged by Orchid Event Solutions. One night's room & tax will be charged by the hotel for reservations that are cancelled within 72 hours of arrival date. Penalties for early departures may be enforced and vary by hotel, please refer to your reservation acknowledgement for your individual hotel cancellation policy.

Your hotel reserves the right to charge this card a deposit for one night's room & tax for each room reservation on or after November 13, 2015. This credit card must be valid through December 2015.

Amex MasterCard Visa Discover

Check payable to Orchid Event Solutions Check # _____

Card #: _____

Exp. Date: _____

Name: _____

Signature: _____

Return completed form to Orchid Event Solutions:

Mail:
175 South West Temple, Suite 30
Salt Lake City, UT 84101

Email: help@orchideventsolutions.com

Fax: (801) 355-0250

(866) 847-8570 U.S. toll-free
(801) 505-4140 International
7:00 AM–6:00 PM MST, Mon.–Fri.