

Group Housing Form

Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____
 E-mail: _____
 Phone: _____

Booth Name: _____
 Booth #: _____
 On-site Contact: _____
 On-site Cell Phone: _____
 On-site Email: _____

HOTEL REQUEST: Please review the list of hotels and indicate your hotel choices in order of preference.

1st: _____ 4th: _____
 2nd: _____ 5th: _____
 3rd: _____ 6th: _____

Hotel preference based on: Location ____ Rate ____ Hotel Brand ____

If your hotel choices are not available, you will be contacted by a Global Housing Solutions, powered by AMT, representative.

ACCOMMODATIONS NEEDED

Below, please indicate the number of rooms (by bed type) your company will require each night. Room type is a request only and cannot be guaranteed. *Show dates are highlighted.

	Sun 08/25	Mon 08/26	Tue 08/27	Wed 08/28	Thu 08/29	Fri 08/30	Sat 08/31
One Bed:							
Two Beds:							
	Sun 09/01	Mon 09/02	Tue 09/03	Wed 09/04	Thu 09/05	Fri 09/06	Sat 09/07
One Bed:							
Two Beds:							
	Sun 09/08	Mon 09/09	Tue 09/10	Wed 09/11	Thu 09/12	Fri 09/13	Sat 09/14
One Bed:							
Two Beds:							
	Sun 09/15	Mon 09/16	Tue 09/17	Wed 09/18	Thu 09/19	Fri 09/20	Sat 09/21
One Bed:							
Two Beds:							

Special Requests: _____

DEADLINES / POLICIES

- **ROOM LIST DEADLINE:** Rooming lists are due by August 1, 2024. After this date, rooms without individual names will be released back into general inventory.
- **IMTS CANCEL POLICY:** Reservations cancelled on, or after, August 14, 2024, will be charged a one-night room and tax penalty by Global Housing Solutions, powered by AMT.
- **HOTEL CANCEL POLICY:** Each hotel reserves the right to charge a penalty for reservations cancelled within their hotel policy. Please note that cancel policies vary per hotel. Your room block confirmation email and reservation acknowledgement email(s) will indicate your specific hotel's cancel policy.

PAYMENT INFORMATION

The method of payment provided will be used to guarantee each reservation in your room block. Unless billing is established with your hotel prior to arrival, each guest will be required to provide their own card at check in for all charges. Nothing will be charged at the time of booking, though your hotel reserves the right to charge a deposit (per room) on, or after, August 15, 2024 (subject to change).

The credit card provided below must be valid through September 30, 2024.

Credit Card #: _____
 Exp. Date: _____
 Name on card: _____