

NHIA 2019 Group Hotel Reservation Authorization Form

(10 or more sleeping rooms ONLY)



This form is required for companies requiring ten (10) or more rooms at the official NHIA 2019 Hotel (Gaylord Palms). Please complete this form in its entirety and submit to Nicole Tisdale via fax at +1-703-964-1246 no later than **January 7, 2019.**

If your company requires fewer than 10 rooms, please contact the hotel(s) directly to make your reservations.

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

Please enter the number of rooms that you are requesting each night.

This form is for groups of 10 or more guests only; individual reservations can be made with the hotels directly.

Cut-Off and 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 January 7, 2019. Any rooms reserved without a name after this date will be released for general sale.** The hotel will not hold “dummy” or “tba” rooms and will not hold multiple rooms under one name. Beginning **February 7, 2019** name changes will be considered “cancelled/replaced” new reservations and accepted at the discretion of the Group Housing/Reservations Manager.

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

Thursday March 7, 2019	Friday March 8, 2019	Saturday March 9, 2019	Sunday March 10, 2019	Monday, March 11, 2019	Tuesday, March 12, 2019	Wed., March 13, 2019	Thursday, March 14, 2019	TOTAL NIGHTS

Gaylord Palms special NHIA rates are: Standard **\$249.00**, Atrium View **\$279.00**, Emerald Bay **\$299.00**
*Taxes and Fees not included in rates above
 (Rates and tax are subject to change)*

Please initial one of the paragraphs below to choose the method of final payment for this room block.

____ The rooms will be billed individually. The deposit must be received on the initial rooming list. Each guest will provide final payment upon arrival. Individual reservations within the block may be cancelled up to 3 days prior to arrival without penalty. Within 3 days of arrival cancellation will result in forfeiture of the deposit.

____ The rooms will be billed on one credit card. An authorization form must be filled out. The credit card authorization must be received with the initial rooming list. The credit card will be charged for the entire dollar amount upon receipt of the authorization form.

AGREEMENT: *I agree to the following terms of this agreement:*

1. **The initial hotel block requested for NHIA 2019 cannot be more than 10% above final pick up from NHIA 2018**, without group justification on why a larger block is being requested, such as larger booth contracted, additional speakers confirmed, more attendees registered, etc... This is subject to approval by NHIA at the time the authorization form is received.
2. The block of above has been requested but not confirmed. Upon completion of this form, NHIA 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 NHIA and confirmed by the hotel, will constitute your official room block.
5. Should the room nights utilized — on a cumulative basis — fall below 90% of the initial reservation (block), the group agrees to be financially responsible for the unused room nights in the group reservation block up to 90% of the final contracted block. Financial responsibility will be determined by NHIA, not the hotel. The Group will be invoiced by NHIA directly.
6. Should the Group cancel the group room block at any point after the agreement submission date, NHIA 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 prior to the first day of conference.
 - c. Payment will be due no later than thirty (30) days after date of invoice.
7. **Hotel must receive names for the reservations by January 7, 2019. Any rooms held without a name after this date will be released for general sale.** The hotel will not hold “dummy” or “tba” rooms and will not hold multiple rooms under one name. Beginning February 7, 2019 name changes will be considered “cancelled/replaced” new reservations and accepted at the discretion of the Group Housing/Reservations Manager.

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 May, 2019 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 Nicole Tisdale at + 1-703-964-1246.
Please do not email this form.