



# HOTEL SUITE REQUEST FORM

**RESERVATION DEADLINE: APRIL 23, 2019**

*Suites are available until deadline date or until the discounted suites sell out, whichever occurs first.*

## CONTACT INFORMATION

First Name:		Last Name:	
Company:			
Address:		City:	
State:	Zip:	Country:	
Phone:		Fax:	
Email (required):			
<input type="checkbox"/> In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.			

**HOTEL & SUITE PREFERENCE:** Please indicate in order of preference (1st, 2nd, etc.). Every effort will be made to secure the requested suite and hotel, Orchid Events will contact you if your hotel/suite preference is not available. If you are interested in a Suite at one of the official WINDPOWER hotels (not listed below), please email [awea@orchid.events](mailto:awea@orchid.events).

Preference	Hotels / Suites	Size	Suite Rates	Cancellation
	Four Seasons Hotel Houston – Executive Suite	606 sq. ft.	\$339	72 hours
	Hilton Americas-Houston – Standard Suite	343 sq. ft.	\$360	48 hours
	Hilton Americas-Houston – Deluxe Suite	690 sq. ft.	\$420	48 hours
	Hyatt Regency Houston – Hospitality Suite	1,100 sq. ft.	\$425	24 hours
	Marriott Marquis Houston – Hospitality Suite	710 sq. ft.	\$425	24 hours

**SUITE INFORMATION:** Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Indicate the use of your suite:  Sleeping Suite  Meeting Suite  Hospitality Suite (social functions)

How many people do you need the suite to accommodate? \_\_\_\_\_

**ROOM TYPE:**  One Bedroom Suite  Two Bedroom Suite

Do you have any special requests for your suite? \_\_\_\_\_

Check here if you have a disability requiring special services  Non-Smoking  Smoking

## IMPORTANT INFORMATION

**DEPOSIT:** All reservation requests must be accompanied by a credit card guarantee for one night's room and tax for each suite reserved. Tax is currently 17% and is subject to change. Suite request forms received without a valid guarantee will not be processed.

Call me for a valid credit card guarantee  Check deposit is enclosed (**check deposits must be received by April 19, 2019**)

Your hotel reserves the right to charge the credit card associated with your reservation a deposit for one night's room and tax for each room reservation on or after **April 23, 2019**. Credit cards must be valid through May 2019.

**CANCELLATION POLICY:** Cancellations any time after initial time of reservation will be subject to a \$50 cancellation fee. Cancellations within 24 to 72 hours of arrival date (depending on specific hotel cancellation policies) will forfeit deposit of one night's room and tax. Please refer to your reservation acknowledgement for your individual hotel cancellation policy.

If you don't receive a confirmation or have questions, please contact Orchid Events.

**Return completed suite request form to Katie McLaughlin at Orchid Events by April 23, 2019:**

**Mail:**  
175 S. West Temple, Suite 30  
Salt Lake City, UT 84101

**Email:** [awea@orchid.events](mailto:awea@orchid.events)  
**Fax:** 801-355-0250

(877) 505-0678 US Toll-free  
(801) 505-4616 International  
7:00 am – 6:00 pm MST, Mon–Fri