



Group Sub-Block Booking Form – For 5 or More Rooms Only

Official Hotel Reservation Deadline is May 13th, 2019

All rooming lists must be submitted by April 8th, 2019.

Please send requests **only** through our Secure eFax at **678-228-1920**.

COMPANY INFORMATION

Send Confirmation to (please print or type):

Contact: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

Attendee _____ Exhibitor _____

There is a five (5) room limit per exhibiting company at the Hilton Cleveland Downtown

Please rank at least 4 hotel choices below with 1 being your first choice and 4 being the last. If all your choices are sold out, a Connections Housing representative will contact you with additional options. Rates below are single/double.

Rank	Hotel Choices:	Rate	Distance to CC
	Cleveland Marriott Downtown at Key Center	\$199	Across the Street
	Drury Plaza Hotel Cleveland Downtown	\$184	2 blocks
	Hampton Inn - Cleveland Downtown	\$174	4 blocks
	Hilton Cleveland Downtown*	\$209	Adjacent
	Hyatt Regency Cleveland at The Arcade	\$189	4 blocks
	The Westin Cleveland Downtown	\$199	2 blocks

*Headquarter Hotel

Please fill in the number of rooms per day that you wish to hold for your company using the following table.

Room Types / Bed Types	6/5	6/6	6/7	6/8	6/9	6/10	6/11
	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Standard Room – One Bed							
Standard Room – Two Beds							
Totals							

***Room types are not guaranteed and are based on availability.**

Contact: _____

SUITES NEEDED

Arrival: _____ Departure: _____

Suite Type: ☐ One Bedroom ☐ Two BedroomWill you be using this suite for hospitality? ☐ NO ☐ YES If yes, how many people? _____

All Hospitality Suites must be approved by AAMI. Once approved, your request will be sent to the hotel for follow-up by a sales representative who will assist with types and pricing.

CREDIT CARD INFORMATION

Credit Card Number: _____

Expiration Date (must be valid through 6/19): _____

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Name as it appears on the card: _____

Company: _____

Signature of cardholder: _____

The credit card on reservation is for guarantee only. A credit card will be required upon check-in, unless prepayment has been made in advance.

ROOMING LIST

Please forward room block request to our Secured E-Fax to AAMI Housing at **678-228-1920**. **The rooming list deadline date to supply individual names is on or before April 8, 2019.** Rooms not picked up after this date will be released. Names can be provided to us via email at AAMIXchange@ConnectionsHousing.com.

The rooming list must include the following information for each reservation:

- ✓ Names—including parties sharing rooms
- ✓ Arrival and departure dates
- ✓ Room type—one or two beds (including ADA requirements)
- ✓ Payment information if different from credit card used to hold group block
- ✓ Contact information if different than the company information on page 1

Any rooms not accounted for on this rooming list will be automatically released. New reservation requests will be based on prevailing hotel rates and availability.

RESPONSIBILITY AND LIABILITY

AAMI Exchange Housing and AAMI shall not be responsible for the actions of the hotel and will not be held accountable for any change or modification to this agreement caused by a change in room availability or other changes made at the hotel's discretion regardless of the terms of this agreement.

By submitting this reservation, I give Connections Housing consent to use this personal data to process this reservation, provide housing services on behalf of the event organizers, and to contact me in the future with notifications and/or reminders relating to this event.

Agreed to by:

Signature: _____

Name: _____

Title: _____ Date: _____