



## EXHIBITOR ROOM BLOCK REQUEST

2016 Annual Meeting – National Harbor, MD

October 5-8, 2016

For exhibit schedule, please visit [www.ota.org/education/2016-ota-annual-meeting/](http://www.ota.org/education/2016-ota-annual-meeting/)

**EXHIBITING COMPANY:** \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Postal Code/Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### CONTACT OTA HOUSING BUREAU

**EMAIL:** OTA@conferencedirect.com

**PHONE:** 877-632-8165 Mon-Fri. 8:30am 9:00pm EST

\*All Rates are per room and subject to applicable taxes.

SGL DBL TPL QAD

Gaylord National Resort      \$255   \$255   \$275   \$295

**CREDIT CARD:** VISA, MasterCard, American Express

Name on Card: \_\_\_\_\_

Card# \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri	Sat
	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
Standard Room						

Please indicate any special instructions below:

### DEPOSITS

A credit card is needed to guarantee your room block and reservations. This card will not be charged at the time of making reservations. It may be charged one night's room and tax for EACH reservation as early as September 12, 2016.

### SUBMITTING ROOMING LISTS

A block of rooms (as indicated above) will be blocked for your exhibiting company at the hotel—based upon availability. A rooming list for the block must be submitted to the OTA Housing Bureau in writing at OTA@conferencedirect.com to confirm the rooms. The rooming list must contain each guest's first/last name, arrival/departure date, special requests/needs and credit card information. Blocks and/or any remaining rooms in blocks not received by rooming list PRIOR to **August 22, 2016 will be released.**

### ACKNOWLEDGMENTS

Once the rooming list is received by the OTA Housing Bureau, an email acknowledgement of each reservation will be generated and sent to the email address listed above. Please review all information for accuracy. Email acknowledgements will be sent with 72 hours of receipt of rooming list from the OTA Housing Bureau. **You will not receive confirmations from the hotel.**

### CHANGES, CANCELLATIONS, REFUNDS

All cancellations will be subject to a \$30.00 processing fee. Should the reservation be cancelled, the deposit will be refunded if notice is received 3 working days prior to the arrival date.