



# Exhibitor Room (5+) Block Request Form

## FIRST COME, FIRST-SERVED

### WOCN/WCET 2010 Joint Conference

#### Phoenix, AZ ▲ June 12 - 16, 2010

**MAIL FORM TO:**

WOCN/WCET 2010 Joint Conference Housing  
 c/o Meeting Services Plus  
 250 Marquette Ave S, Suite 1300  
 Minneapolis, MN 55401-2180

**FAX REGISTRATION FORM TO:**

612-767-8201

**TELEPHONE INQUIRES:**

Toll Free: 1-888-547-3801  
 (Monday-Friday 9:00 am-3:00 pm CT)

**Submit ROOM LIST and CHECK DEPOSIT no later than April 16, 2010. After this date, the room block is released.**

**For individual exhibitor reservations with no room block:** You may prefer to make individual housing reservations on-line at [www.wocn.org](http://www.wocn.org). Deadline for reservations is May 13, 2010.

- Reserve your room by May 13, to receive the group discount on a space available basis.
- Room types are assigned on a first come, first serve basis.
- If your preferred hotel is not available, rooms are assigned to the next available hotel.
- Allow up to 2 business days for acknowledgement of your hotel assignment. Review all information for accuracy.
- For Exhibitor blocks larger than 25 rooms, WOCN-WCET cannot guarantee the entire group block will be assigned to one hotel.
- Special requests cannot be guaranteed, however, hotels will do their best to honor all requests. Requests are honored at the time of check-in.
- Eligible refunds will be mailed after the event.

*Only fully completed forms will be processed. Complete in its entirety to avoid any delays.*

**CONTACT INFORMATION:** Please Print Clearly

Name \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

E-mail address \_\_\_\_\_

NOTE: Acknowledgement may not be received if e-mail filters are in place.

**ROOM LIST PROCEDURES & CANCELLATION POLICY:**

To secure your room (5+) block, submit the Exhibitor Room (5+) Block Request Form to the address below. You will be contacted directly by the WOCN/WCET Housing Department. The WOCN/WCET Housing Department will issue a contract requiring you to guarantee your room block.

**By April 16, 2010:** Send your rooming list and company check to the address listed below. Deposit amount is equal to the number of rooms requested times a minimum of two night's per room plus tax. Payment will NOT be accepted by credit card.

After April 16th, the deposit for canceled reservations is non-refundable. Deposits are non-transferrable. Early departures are subject to penalty fees set by the hotel. A charge of two night's room and tax will be applied and/or forfeited if you do not cancel or do not arrive (no-show).

Check should be made payable to **Meeting Services Plus**, 250 Marquette Ave S, Suite 1300, Minneapolis, MN 55401-2180. Check must be received by April 16, 2010.

Additional contact information will be included in the contract.

**HOTEL PREFERENCE:**

- Hyatt Regency Phoenix** - \$125.00 single/double
- Sheraton Phoenix Downtown** - \$148.00 single/ double
- Wyndham Phoenix** - \$119.00 single/ double

A 12.27% state and city room tax will be added to the room rate. Taxes are subject to change.

Please indicate below the number of rooms on a nightly basis. Room block requests are processed on a first-come, first-served basis.

Date		Number of Rooms	Single/Double
June 9, 2010	Wed		
June 10, 2010	Thur		
June 11, 2010	Fri		
June 12, 2010	Sat		
June 13, 2010	Sun		
June 14, 2010	Mon		
June 15, 2010	Tues		
June 16, 2010	Wed		
June 17, 2010	Thur		

Requests for suites must be handled directly with the WOCN/WCET Housing Department. Please call 1-888-547-3801. (Monday-Friday 9:00 am-3:00 pm CT)

**Special Needs:**

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