



July 23-25, 2020 · San Antonio, TX  
TBA/TCDA/TODA Convention and Clinic

## EXHIBITOR HOTEL RESERVATION FORM

[www.swmusicshow.org](http://www.swmusicshow.org)

### CONTACT INFORMATION

**Reservation Deadline: June 22, 2020**

First Name:		Last Name:	
Affiliation/Institution:			
Street Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			
<input type="checkbox"/> <i>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.</i>			

**HOTEL SELECTION:** Please review hotels and indicate your hotel choices in order of preference. Refer to separate listing of Official Hotels and hotel map for locations. Requests will be honored on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

- ROOM TYPE**
- Single (1 bed/1 person)       Double (1 bed/2 persons)       Double (2 beds/2 persons)
- Triple (2 beds/3 persons)       Quad (2 beds/4 persons)

List names of all room occupants: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

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

Special Requests: \_\_\_\_\_

### IMPORTANT INFORMATION

**DEPOSIT:** All reservation requests must be accompanied by a credit card guarantee or check in the amount equaling a deposit for one night's room, tax and fee for each room reserved. Taxes and fees are currently: 1.25% Tourism Public Improvement Fee (PID). Room rates and PID fees are subject to 16.75% Hotel Tax per Night (subject to change). \*\* Grand Hyatt and Marriott Plaza have additional fees that will be added to the room rate. \*\* Forms received without a valid guarantee/deposit will not be processed.

- Call me for a valid credit card guarantee (*the credit card used must be valid through July 2020*)
- Check deposit is enclosed (*check deposits must be received by May 22, 2020*)

**CANCELLATION:** All cancellations must be received by Orchid.Events on or before May 22, 2020 to avoid penalty. Any reservations cancelled after May 22, 2020 will be assessed a \$50 cancellation fee. Through June 30, 2020 send requests for changes and cancellations to Orchid.Events. Beginning July 1, 2020, contact your hotel directly to make changes and cancellations. All cancellations must be received at least 72 hours prior to arrival date or one night's room, tax and fee will be assessed.

Some hotels do require a non-refundable first night's room, tax and fee deposit after June 22, 2020. If this applies, the credit card provided will be charged that amount.

### Return completed form to Orchid.Events:

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

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

(866) 748-9562 US Toll-free  
(801) 505-4606 International  
7:00 am – 6:00 pm MST, Mon–Fri

*Please contact the Housing Company, Orchid.Events should you have any additional questions.*