

Hotel Reservation Form

56th ASHP Midyear Clinical Meeting & Exhibition

December 5–9, 2021 | Orlando, Florida | Orange County Convention Center West Building

IMPORTANT DEADLINE—REGISTER EARLY!

Reservations will be accepted by Orchid.Events until **November 5, 2021** at 8:00 p.m. Eastern Time (ET) or until the group block is sold out, whichever occurs first. After this date, reservations will be made based on availability and hotels may charge higher rates.

You must be registered for the meeting in order to reserve a hotel room at the convention rate.

FOUR WAYS TO RESERVE YOUR HOTEL ROOM (Do not mail to ASHP)

ONLINE
midyear.ashp.org

PHONE
877-505-0675
801-505-4613
11:00 a.m.– 6:00 p.m. ET, Monday–Friday

FAX/EMAIL
801-355-0250
ASHP@orchid.events

MAIL
ASHP/Orchid.Events
175 S. West Temple, Suite 30
Salt Lake City, UT 84101

GUEST INFORMATION

Arrival Date: _____	Departure Date: _____
First Name: _____	Last Name: _____
Company: _____	Email: _____
Phone: _____	Fax: _____
Address: _____	
STREET	
CITY	STATE
ZIP	

An acknowledgment of your room reservation will be sent directly to you by Orchid.Events. Please review all information for accuracy. You will not receive a confirmation from your hotel.

☐ **For EEA exhibitors, sponsors and attendees:** In accordance with the GDPR (General Data Protection Regulation), by checking this box you are consenting to Orchid.Event's and ASHP's use of the information solely for the purpose of making and communicating to you about your reservations and related services.

HOTEL PREFERENCE

Hotel preferences will be honored to the extent accommodations are available. Refer to the hotel grid and map for rates and locations.

First Choice: _____	Second Choice: _____
Third Choice: _____	Fourth Choice: _____

If all four (4) choices are unavailable, please process this reservation according to (check one): ☐ Comparable Room Rate ☐ Proximity to Orange County Convention Center West Building

ROOM TYPE

Please check one. Additional fees may apply to third and fourth occupants. Submit only one room request per form. Make extra copies if needed.

☐ **Single** (1 person/1 bed) ☐ **DBL** (2 persons/1 bed) ☐ **DBL/DBL** (2 persons/2 beds) ☐ **Triple** (3 persons/2 beds) ☐ **Quad** (4 persons/2 beds) ☐ **Suite***

List All Room Occupants: _____

Special Requests: _____

Hotel will honor special requests to the extent possible but requests are not guaranteed. Hotel will assign specific room types upon check-in based on availability.

*Suite availability and rates are available through Orchid.Events. Please call 877-505-0675 or 801-505-4613 or email ASHP@orchid.events.

RESERVATION GUARANTEE

All reservation requests must be accompanied by a credit card guarantee or check for one night's room and tax deposit. Tax is currently 12.5%, subject to change. Hotel forms received without a valid guarantee/deposit will not be processed. Faxed/emailed requests will require a valid credit card. Check deposits must be mailed with a completed hotel form.

☐ **Call me for a valid credit card guarantee**

Orchid.Events or any one of the participating hotels may charge the credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than November 5, 2021. If the charge to the credit card is denied, we reserve the right to release your reservation.

☐ **Check deposit is enclosed (check deposits must be received by October 22, 2021)**

If paying by check, make check payable to Orchid.Events and mail payment with hotel reservation form to above address. Check should be in U.S. funds drawn on a U.S. bank. Wire transfers will not be accepted.

CANCELLATIONS/CHANGES

Cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid.Events. Cancellations after **November 5, 2021** will be subject to a \$75.00 processing fee per reservation. If a cancellation occurs within 2 to 5 days (depending on hotel) of arrival date, the deposit of one night's room and tax will be forfeited entirely. Please refer to your hotel's individual cancellation policy found on your acknowledgment letter. Cancellations and changes can be emailed to **ASHP@orchid.events**.