

# HOTEL ROOM BLOCK REQUEST FORM



June 8-12, 2024  
Oregon Convention Center  
Portland, Oregon

## IMPORTANT DEADLINES

- APRIL 11, 2024** A complete rooming list with names and guarantee for each reservation must be submitted for all blocks held. Any rooms not reserved will be released. Requests for additional rooms will be based on availability.
- MAY 15, 2024** Final cut-off date for reservations.

## THREE WAYS TO SUBMIT YOUR ROOM BLOCK REQUEST — DO NOT MAIL TO ASHP

### ONLINE

<http://tinyurl.com/PharmacyFutures24>

### E-MAIL

ASHP@orchid.events

### MAIL

ASHP/Orchid Events  
6905 S. 1300 E. #220, Cottonwood Heights, UT 84047

## CONTACT INFORMATION

Name \_\_\_\_\_

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

CITY STATE ZIP COUNTRY

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

*An acknowledgement of your room block 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 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 hotel room reservations and related services.

## HOTEL PREFERENCE

Please review hotels below and indicate your hotel choices in order of preference. Hotel and room type preferences will be honored to the extent accommodations are available. Refer to the hotel map for location.

PREFERENCE	HOTELS	SINGLE	DOUBLE
	Courtyard Portland Downtown/Convention Center	\$229	\$229
	Crowne Plaza Portland-Downtown Convention Center	\$215	\$215
	DoubleTree by Hilton Hotel Portland	\$199 (standard / 1 queen)	\$215 (premium rooms)
	Hotel Eastlund	\$249	\$249
	Hyatt Regency Portland at The Oregon Convention Center ( <b>Headquarters Hotel</b> )	\$239	\$239

If we are unable to secure your entire block in your first-choice hotel, please (check one):

- ☐ Reserve all rooms in next available hotel
- ☐ Split the block between the hotels listed

If all your hotel choices are unavailable, please process this reservation according to the above and based on (check one):

- ☐ Comparable Room Rate
- ☐ Proximity to Convention Center

Comments: \_\_\_\_\_

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## ROOM BLOCK

Room block flow must be based on previous year's final room night pick up.

EXHIBITOR DAY/DATE	MOVE IN FRI 6/7	MOVE IN SAT 6/8	MOVE IN/SHOW SUN 6/9	SHOW MON 6/10	SHOW/MOVE OUT TUE 6/11	TOTAL
# of Rooms						

Check below if additional accommodation types are requested\* ☐ 1 or 2 Bedroom Suite ☐ Hospitality Suite

\* Orchid.Events will contact you for additional information.

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 email [ASHP@orchid.events](mailto:ASHP@orchid.events), call 877-505-0675, or mark the appropriate box above and we will send additional information.*

## ROOM BLOCK POLICIES

Hotel room blocks are for qualified exhibitors, sponsors, and or approved attendee groups. Qualified exhibitors or sponsors must have submitted a contract for exhibit space or sponsorship prior to requesting hotel rooms.

All reservations must be made through ASHP and are subject to ASHP's approval. All personnel must be registered for the meeting in order to receive the convention rate. Any company or attendee groups who do not adhere to these procedures may be subject to denial of exhibit space, hotel room, and or request for meeting space at future ASHP meetings.

## RESERVATION GUARANTEE

Room block requests will be reviewed and approved based on the ASHP 2023 Summer Meetings (Baltimore) final room night pickup.

All rooming lists must be accompanied by individual credit card guarantee for one night's room and tax deposit. Tax is currently 16% (subject to change). Reservations received without a valid guarantee/deposit will not be processed.

## CANCELLATIONS/CHANGES

Cancellations after **April 11, 2024 will be subject to a \$75.00 cancellation processing fee for each room cancelled.**

Cancellations made within 2 to 7 days (depending on hotel) of arrival date will be charged one night's room and tax. Please refer to your hotel's individual cancellation policy found on your acknowledgment letter. All cancellations and changes to the names of occupants or arrival and departure dates must be made directly with Orchid.Events via email to [ASHP@orchid.events](mailto:ASHP@orchid.events).

Please sign to indicate you are in agreement with the above outlined policies and procedures related to reserving a room block.

Signature

Date

*Please keep a copy of this form. Make additional copies if needed.*

*Orchid.Events is the ONLY ASHP designated housing provider for ASHP Pharmacy Futures 2024. Beware of unauthorized housing companies who have been approaching ASHP attendees and exhibitors offering hotel reservations via unauthorized or even sham websites, e-mail communications, and phone calls. These companies are in no way affiliated with ASHP or Orchid.Events. Neither ASHP nor Orchid.Events can verify the authenticity of these companies or the reservations.*

