



December 7 - 8, 2021 | Salt Lake City, UT

HOTEL SUITE REQUEST FORM

RESERVATION DEADLINE: November 12, 2021

Suites are available until deadline date or until the discounted suites sell out, whichever occurs first.

CONTACT INFORMATION

First Name:		Last Name:	
Company:			
Address:		City:	
State:	Zip:	Country:	
Phone:		Fax:	
Email (required):			
<input type="checkbox"/> 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.			

HOTEL & SUITE PREFERENCE: Please indicate in order of preference (1st, 2nd, etc.). Every effort will be made to secure the requested suite and hotel, Orchid Events will contact you if your hotel/suite preference is not available. If you are interested in a Suite at one of the official CLEANPOWER hotels (not listed below), please email acp@orchid.events.

Preference	Hotels / Suites	Size	Suite Rates	Cancellation
	Hilton Salt Lake City Center / Waldorf Suite	1,170 sq ft	\$229	24 hours
	The Salt Lake Marriott Downtown at City Creek / Hospitality	475 sq ft	\$219	24 hours
	Residence Inn Salt Lake City Downtown / Two Bedroom	600 sq ft	\$199	24 hours
	Sheraton Salt Lake City Hotel / Hospitality Suite	540 sq ft	\$204	24 hours

SUITE INFORMATION: Arrival Date: _____ Departure Date: _____

Indicate the use of your suite: Sleeping Suite Meeting Suite Hospitality Suite (social functions)

How many people do you need the suite to accommodate? _____

ROOM TYPE: One Bedroom Suite Two Bedroom Suite

Do you have any special requests for your suite? _____

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

IMPORTANT INFORMATION

DEPOSIT: All reservation requests must be accompanied by a credit card guarantee for one night's room and tax for each suite reserved. Tax is currently 13.82% and is subject to change. Suite request forms received without a valid guarantee will not be processed.

Call me for a valid credit card guarantee Check deposit is enclosed (*check deposits must be received by November 5, 2021*)

Your hotel reserves the right to charge the credit card associated with your reservation a deposit for one night's room and tax for each room reservation on or after **November 12, 2021**. Credit cards must be valid through December 2021.

CANCELLATION POLICY: Cancellations received after September 15, 2021 will be subject to a \$50 cancellation fee charged by Orchid Events. Cancellations received within 24 of arrival date will be charged one night's room and tax by the Hotel. Please refer to your reservation acknowledgement for your individual hotel cancellation policy.

If you do not receive a confirmation or have questions, please contact Orchid Events.

Return completed suite request form to Katie McLaughlin at Orchid Events by November 12, 2021:

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

Email: acp@orchid.events
Fax: 801-355-0250

(877) 505-0678 US Toll-free
(801) 505-4616 International
7:00 am – 6:00 pm MST, Mon–Fri