EXHIBITOR HOTEL RESERVATION FORM

Last Name: ____________________________ First Name: ____________________________

Company/Organization: ________________________________________________________

Address: __________________________________________________________________

City/State/Zip: ____________________________ Country: ____________________________

Phone: __________________ Fax: __________________ Email: ________________________

**Hotel Preference**

Every effort will be made to place you at one of your preferred hotels. If none are available, AORN Housing will place you in a comparable hotel.

1) ____________________________ 2) ____________________________

3) ____________________________ 4) ____________________________

**Reservation Information**

Arrival Date: _______________ Departure Date: ____________________________

*Special Request: Special requests are forwarded to the hotel and cannot be guaranteed.

Single (1 bed/1 person) Double (1 bed/2 people) Double/Double (2 beds/2 people) Suite

Triple (2 beds/3 people) Quad (2 beds/4 people) ADA

Sharing with: ________________________________________________________________

Special Requests: ____________________________________________________________

**Payment Information**

NOTE: Credit card provided for guarantee only. Hotel may choose to charge a deposit after March 6, 2020.

Payment: American Express Visa Master Card Discover

Card Number: ____________________________ Name on card: ____________________________

Signature: ____________________________ Expiration Date: _______________ Conf. Code: ______

Return form by Mail: AORN 2020 Housing

6100 W. Plano Pkwy

Suite 3500

Plano, TX 75093

Return form by Fax: (972) 349-7715

Return form by Email: aorn@mcievents.com

AORN Housing phone: (888) 266-7644

AORN Website: http://www.mcisemi.com/aorn20

**Housing Deadline: March 19, 2020**

**Cancellation Policy**

All hotel room cancellations can be submitted online or in writing to AORN/MCI, by email, fax, or mail. To avoid a cancellation penalty of 1 night room and tax you must cancel your reservation by the hotel’s cancellation policy.