



AONL 2020 Annual Conference Sub-Block Request Form

This signed agreement is required to request a room block of 10 or more hotel rooms.

AONL has negotiated special discounted hotel room rates at downtown Nashville properties. Exhibitors and organizations sending 10 or more individuals may request sub-blocks within our current inventory. Nashville Convention and Visitors Corporations Housing Services is the official housing bureau for AONL 2020 Annual Conference.

2020 Sub-Block Process:

- Determine which hotel in the list below fits your company's preferences. Request only the number of rooms you will actually need each night.
- Complete and submit this hotel sub-block request form.
- This agreement **must be emailed to ncvchousing@visitmusiccity.com**
- The housing bureau will confirm at which hotel your sub-block has been approved within three (3) business days.
- The housing bureau will send further booking instructions on how to book hotel reservations within one (1) week. You will be able to either submit a room list (form will be provided) or distribute a URL that will allow yourself or your attendees to book the reservations.
- When room reservations have been made, the email entered will receive an acknowledgement from the Housing Bureau with the reservation acknowledgement number.

Please Note:

- Hotel availability is on a first-come, first-serve basis.
- You must request more than one hotel as hotel inventory may be limited
- Hotel sub-block requests must be a minimum of 10 rooms.
- The last day to cancel a reservation without penalty is **Thursday, February 20, 2020**.
- Deadline to assign rooms with names is at 5:00 pm CST on **Thursday, February 6, 2020**. We will not hold dummy, TBD or multiple rooms under one name beyond 5:00 pm CST on February 6th.
- Beginning **Friday, February 7th**, all unreserved and unassigned rooms remaining in the company block will be released to general attendees. Rooms may be reserved based upon availability at the hotels.

General Info:

- All hotels will require a valid credit card to hold a reservation. All cards must be valid through March 2020.
- If at check in, the attendee will not have the card to be used for charges and/or incidentals, the hotel's credit card authorization form must be filled out. You may contact your hotel beginning Monday, February 24 to request the hotels form.
- Housing will close on Thursday, February 20, 2020. Hotels will begin to make changes or new reservations beginning Monday, February 24, 2020

Questions? Call or email Bobby Breese, Housing Services Manager, Nashville Convention & Visitors Corp at 615-259-4711 or bobby@visitmusiccity.com.

AONL 2020 Annual Conference Sub Block Room Block Request

<u>Hotel</u>	<u>Blocks to Music City Center</u>	<u>Rate per Night</u>	<u>Preference</u>
AC Hotel Nashville Downtown	1	\$299	
Cambria Nashville Downtown	1	\$258	
Courtyard Nashville Downtown	5	\$239	
Drury Plaza Hotel Nashville Downtown	2.5	\$269	
Hampton Inn & Suites Nashville Downtown	1.5	\$262	
Hilton Garden Inn Nashville Downtown	2.5	\$259	
Hilton Nashville Downtown	1	\$309	
Holiday Inn & Suites Nashville Downtown	2	\$259	
Holston House	3	\$299	
Hyatt Place Nashville Downtown	2	\$262	
Omni Nashville Downtown	Adjacent	\$276	
Renaissance Nashville Downtown	4	\$249	
Residence Inn Nashville Downtown	1	\$269	
Sheraton Grand Nashville Downtown	5	\$269	
Springhill Suites Nashville Downtown	1	\$269	
The Westin Nashville	Adjacent	\$274	
Union Station and Autograph Collection Hotel	3	\$299	

All room rates are subject to applicable taxes (currently 15.25% +\$2.50). Rates above are for single/double occupancy. Hotels may charge more for additional guests in a room.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date 2020	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22
Total rooms								

Check-out date is not considered a night stayed.

Group Contact Information

Group Name _____

Contact Name _____

Mailing Address _____

Contact Email Address _____

Contact Phone Number _____

Billing: A credit card is required to hold these rooms. Upon submitting your request, please contact Bobby Breese, Housing Services Manager at 615-259-4711, to submit your credit card. All cards must be valid through March 2020.

Confirmation/Acceptance: Signing below indicates that you would like to move forward with this block request and you have read and understand the room block guidelines and deadlines. Email the completed form to the Nashville Housing Services at ncvchousing@visitmusiccity.com.

Accepted by:

Signature: _____

Date: _____

Printed Name: _____