



**Room Block Request  
May 1 – 4, 2023**

This form is required to reserve a block of rooms. Deadline to submit form and names for each reservation is March 1.  
PRE-APPROVAL FROM AONL IS REQUIRED.

**PART I: CONTACT INFORMATION**

**Sponsoring Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Phone:** (\_\_\_\_\_) \_\_\_\_\_

**PART II: Hotel Selection**

<b>Day</b>	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
<b>Date</b>	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5
<b>How many rooms per night?</b>								

List in order of hotel preference:

No.1, 2, 3	
	Anaheim Marriott
	Hilton Anaheim
	Westin Anaheim

**Questions?** Contact AONL Housing | [tdavison@keybookings.org](mailto:tdavison@keybookings.org)

PART III: PROCESS, ACCEPTANCE, AND SIGNATURE

**2023 Sub-block process:**

- Request only the number of rooms you will actually need each night
- Complete and submit this request form to Key Bookings at [tdavison@keybookings.org](mailto:tdavison@keybookings.org).
- Approval will be given within 3 business days
- Key Bookings will send further booking instructions on how to book hotel reservations within 1 week. You will be able to either submit a room list or distribute a reservation Code or link that will allow your attendees to book themselves into your room block.
- When room reservations have been made, including room block names and payment notes, the block contact will receive an acknowledgement from Key Bookings with all reservation numbers.

**Room Assignment Date:** A complete list of names, dates, and a method of guarantee is due by **March 1, 2023**. Beginning March 2, 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.

**Cancel Policy:** All cancels starting **April 1, 2023** are subjected to a fine of one night's room and tax.

We agree to abide by all rules and regulations governing the 2023 Annual Conference, which are part of this application. Acceptance of this application by show management constitutes a contract.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration: \_\_\_\_\_

Billing Address: \_\_\_\_\_