



Room Block Request
April 8 – 11, 2024

This form is required to reserve a block of rooms. 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

Day	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Date	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12
How many rooms per night?								

List in order of hotel preference:

Rank the options	Hotel Options
	Hilton Riverside
	Marriott Warehouse Arts District
	Sheraton New Orleans
	Hampton Inn New Orleans

PART III: PROCESS, ACCEPTANCE, AND SIGNATURE

2024 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.com.
- 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 acknowledgment from Key Bookings with all reservation numbers.

Room Assignment Date: A complete list of names, dates, and a method of guarantee is due by **Feb. 1, 2024**. Beginning February 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 March 7, 2024 are subjected to a fine of one night's room and tax.

We agree to abide by all rules and regulations governing the 2024 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: _____