



GROUP BLOCK HOUSING – REQUEST FORM
 (For 10 or more reservations)
Show dates: February 28-March 1, 2012
San Diego, California

This form is only for groups; 10 or more reservations.
 For individual and group reservations fewer than 10 rooms, book online at www.IPCAPEXEXPO.org.

Person Completing Form: First Name _____ Last Name _____

Group Block Contact: First Name _____ Last Name _____

Exhibiting Company _____

Telephone _____ Fax _____

Address _____

City _____ State _____ Zip _____ Country _____

E-mail _____


To make group reservations, complete this request form and send it to our official housing provider, Experient.

By Fax: 800-521-6017 or +1 847-996-5401
 By Email: ipcexh@experient-inc.com
 By Mail: Experient – Vernon Hills Service Center
 658 Atrium Dr.
 Vernon Hills, IL 60061

Mark Hotels in the order of preference (1-4, 1 being your most preferred)													
<input type="checkbox"/>	San Diego Marriott Marquis & Marina , 333 West Harbor Drive, \$239 City View / \$259 Bay View												
<input type="checkbox"/>	San Diego Marriott Gaslamp Quarter , 660 K Street, \$199												
<input type="checkbox"/>	Hilton San Diego Gaslamp Quarter , 401 K Street, \$189												
<input type="checkbox"/>	The Hard Rock Hotel San Diego , 207 5 th Avenue, \$199												
<ul style="list-style-type: none"> - Reserved blocks and rate assignments are on a first come, first served basis. - The standard IPC rate cut-off is February 3, 2012. - Rates are in U.S. dollars and do not include occupancy tax or other related taxes or fees. - Suites are upon request and availability. Two standard rooms will be held until suite availability is confirmed. - Names must be submitted by January 9, 2012 or rooms will be released. 													

Please indicate number of rooms requested per night. Be as accurate as possible for each room night, as you will be responsible for the total number of room nights specified.

DAY DATE	W 2/22	TH 2/23	F 2/24	SA 2/25	SU 2/26	M 2/27	TU 2/28	W 2/29	TH 3/1	F 3/2	SA 3/3	SU 3/4	Total
BLOCK													
SUITES													

 Please check here if, under the Americans with Disabilities Act, any person in your group may require any auxiliary aids or services.

➤ We will send to the contact person listed above: (1) Confirmation of your block reservation, (2) Group Block Contract outlining the conditions of the block, including minimum usage and cancellation policies, and (3) a link to enter the names of your guests. You will be asked to enter credit card information to guarantee these rooms. Hotels reserve the right to charge the credit card for the one night room and tax deposit upon receipt of the rooming list. We will also request details on any suite or ADA requests.

Check here if you would like someone to contact you regarding meeting space at your group block hotel.





IPC APEX EXPO 2012
AFFILIATE GROUP BOOKING TERMS

ROOMING LIST: There are 3 ways to submit names and dates for your rooming list.

- Online: Once the room block has been built, you will receive an email with the website directions to go online to add the room list.
- Fax: 847.996-5401
- Email: ipcexh@experient-inc.com

CUT-OFF DATE: Your rooming list deadline is January 9, 2012. Any room nights over the contracted room nights will be accommodated based on availability of rooms.

RESERVATION CHANGES: Reservation changes may be made online or if not possible, requested by email or fax to Experient Housing Bureau by 5pm CT by February 3, 2012. Beginning February 10, 2012, please contact your assigned hotel directly with all changes and/or cancellations. All changes are subject to hotel availability.

CANCELLATION: The Group agrees to use and pay for the room nights listed on the reserve side of this agreement. By holding these rooms, your group is guaranteed the IPC show rate, has the flexibility to submit your rooming list later, has the opportunity to manage your block online and have all staff at one hotel, and will earn 1 complimentary room night for each 50 room nights reserved. In turn, you, the Group, having held these rooms from sale to other individuals, agree to pay the Hotel any fees resulting from cancellation of the entire room block or lack of performance of the agreed block should IPC be held responsible.

INDIVIDUAL BILLING ARRANGEMENTS:

A credit card guarantee is required to secure a block of rooms. Please include the credit card information below:

Credit Card Number:

Card Holder's Name:

Expiration date:

The Credit Card information above is only required to secure the block, however the following billing options may apply to the actual reservations:

- Individual to pay all charges
- Room & Tax charges to Master Account**
- All charges to Master Account **

**** It is the group's responsibility to set up all Master Account billing information with the hotel directly. If billing arrangements are not made with the hotel at least 30 days before your first arrival, the above credit card will be charged first night's room & tax for all rooms.**

ROOM BLOCK REDUCTION REVIEW DATE: Changing circumstances may indicate a need for Group to reduce the guest room block. Please submit any release request in writing to Experient Housing Bureau by December 29, 2011. Experient will make the adjustment with no penalty to the Group. Any reduction, greater than 15% which is received after December 29, may be subject to fees.

ROOMS ATTRITION:

In the event that IPC APEX EXPO is charged by the hotel for non-use of all agreed upon rooms held for groups of the event at the discounted prices, Group agrees to pay for the number of sleeping rooms not utilized up to 85% of the Total Room Nights (defined as original contracted room nights minus any room nights released per the clause above). This fee represents rooms held out of inventory and therefore not made available to other attendees and exhibitors for sale.

ACCEPTANCE: To confirm your block, please sign and return to the Experient Exhibitor Coordinator by either fax: 847.996-5401. To keep your credit card information secure, please note that fax or mail is the only accepted method.

By signing below, you agree that you understand and will follow the policies herein in managing your hotel room block. If these Terms are not signed, rooms will not be held.

Contact Name: _____

Signature: _____

Date: _____