



INACSL EXHIBITOR HOUSING SUB-BLOCK

This form is required to request a block of 10 or more hotel rooms. INACSL PRE-APPROVAL IS REQUIRED TO RESERVE A SUB-BLOCK.

PART I: ROOM BLOCK REQUEST & HOTEL

INSTRUCTIONS: Fill in the **total** number of rooms requested each night, by room type. The check-out date is not considered a night stayed.

Date	Mon	Tues	Wed	Thurs	Fri	Sat
	June 11	June 12	June 13	June 14	June 15	June 16
# of King Rooms Requested						
# of Double Bed Rooms Requested						

Total Room Nights Requested = _____

***Please note, selecting your room preference does not guarantee you will receive your preference. Rooms are subject to availability upon check-in.*

Hotels	INACSL Discounted Rate (exclusive of taxes and fees)
Raleigh Marriott City Center	\$204
Sheraton Raleigh Hotel	\$195
Residence Inn Raleigh Downtown	King: \$194; Queen/Queen: \$202

1st Choice Hotel = _____

2nd Choice Hotel = _____

***Please note, INACSL will do their best in accommodating your preferred hotel. Hotels are subject to availability based upon rooms available.*

PART II: CONTACT INFORMATION AND ACCEPTANCE

Name of Company or Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Email Address: _____ Phone #: _____

E-mail completed form to Lindsay McSwain (lmcswain@inacsl.org) by Friday, April 26, 5:00pm CT.

PART III: SUB-BLOCK POLICIES

Rooms Attrition: Changing circumstances may indicate a need to reduce the guest room block. A contracting company may reduce the guest room block without penalty, up to 10% of the total room nights, prior to the sub-block deadline of **Friday, April 26, 2024, 5:00 PM CT**. The number of room nights as of the sub-block deadline date is your final guarantee room night total. Should the actual room nights utilized be less than the 90% of the total final guarantee (defined as the original blocked room nights minus any room nights released prior to the sub-block deadline), the contracting company agrees to pay for the number of sleeping rooms nights not utilized up to 90% of the total room nights.

EXAMPLE: ABC Inc. contracts for 20 room nights. Prior to the sub-block deadline date, ABC Inc. reduces their block to 18 room nights (10% maximum reduction). If only 15 room nights are utilized, ABC Inc. is liable to pay for 3 room nights not utilized.

20 room nights – Original contract

18 room nights – Final guarantee

15 room nights – Utilized

3 room nights – Variance

3 rooms x \$204 group rate = \$612+ taxes owed to INACSL

Room Assignment Date: All the individual room occupants’ names will be due to the hotel by **Wednesday, May 1, 2024, 5:00 PM CT**. Be sure to refer to your company name to ensure that the names on your list are correctly attributed to your block of rooms. When your block is reserved with names, an acknowledgement will be sent from the hotel detailing each of the reservations.

All Unassigned rooms will be released for resale on Friday, May 3, 2024, 8:00 AM CT.

PART IV: ACCEPTANCE AND SIGNATURE

PLEASE NOTE: A valid credit card may be required to reserve your block. All credit card processing will be held until check-out, or to apply any no show or cancel fees that are associated with your rooms that do not provide their own card.

Once this form is approved, you will work directly with the respective hotel to submit your rooming list and provide credit card information to secure your reservations.

Please initial one of the paragraphs below to choose the method of final payment for this room block:

_____ The rooms will be billed individually. A credit card will be required for the first night’s room and tax for each reservation to hold the room. The credit card will be charged immediately and is fully refundable as long as each guest presents their own credit card at the time of check-in.

_____ The rooms will be billed on one credit card. The hotel will send you a template that includes a spot for credit card information upon receipt of the sub-block request form. The credit card will be charged for the entire dollar amount once the credit number is obtained.

Accepted by: _____ **Date:** _____

Title: _____ **Company:** _____

REMINDER: By signing the above, this signifies your company agrees to the sub-block procedure and policies listed within this document.

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