

# Individual Attendee Hotel Reservation Form

**APCO 2019**  
August 11-14 | Baltimore, MD

*For best availability and immediate confirmation, make your reservations online:  
<https://book.passkey.com/go/APCO2019Annual> or by calling toll-free 877-505-0684.*

## CONTACT INFORMATION

**RESERVATION DEADLINE JULY 12, 2019**

First Name:		Last Name:			
Company:					
Address:					
City:	State:	Zip:	Country:		
Phone:	Fax:				
Email (required to receive confirmation):					
<input type="checkbox"/> In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.					

**HOTEL PREFERENCE:** Please review hotels below and indicate your hotel choices in order of preference. Requests will be honored on a first-come, first-served, space available basis. Submit your request as soon as possible for the best chance to receive your hotel choice.

Preference	Hotels	Single	Double	Triple	Quad
	1. Days Inn Baltimore Inner Harbor Hotel	\$169	\$169	\$169	\$169
	2. Hilton Baltimore	\$180	\$180	\$200	\$220
	3. Holiday Inn Baltimore Inner Harbor	\$159	\$159	\$169	\$169
	4. Hyatt Regency Baltimore	\$177	\$177	\$202	\$227
	5. Lord Baltimore	\$169	\$169	\$169	\$169
	6. Baltimore Marriott Inner Harbor at Camden Yards	\$180	\$180	\$180	\$180
	7. Renaissance Baltimore Harborplace Hotel	\$174	\$174	\$194	\$214
	8. Royal Sonesta Harbor Court Baltimore	\$172	\$172	\$192	\$212
	9. Sheraton Inner Harbor Hotel	\$180	\$180	\$180	\$180

**ROOM INFORMATION:** Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**ROOM TYPE**       Single (1 bed/1 person)       Double (1 bed/2 persons)       Double (2 beds/2 persons)  
 Triple (2 beds/3 persons)       Quad (2 beds/4 persons)

**List the names of each guest to be sharing a single room:**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

Check here if you have a disability requiring special services

Special Requests: \_\_\_\_\_

## IMPORTANT INFORMATION

**DEPOSIT:** All reservation requests must be accompanied by a credit card guarantee or check for a deposit of one night's room & tax for each room reserved. Tax is currently 15.5% (subject to change). Forms received without a valid guarantee/deposit will not be processed.

Call me for a valid credit card guarantee     Check deposit is enclosed, payable to Orchid Events (*must be received by 6/28/19*)

**CANCELLATION POLICY:** Cancellations after **July 12, 2019** will be subject to a \$50 processing fee. One night's room and tax will be forfeited entirely if cancellation occurs within 24 hours of arrival date.

**Return completed form to Orchid.Events:**

**Mail:**  
175 S. West Temple, Suite 30  
Salt Lake City, UT 84101

**Email:** [help@orchid.events](mailto:help@orchid.events)

**Fax:** 801-355-0250

**Questions:**

(877) 505-0684 Toll-free  
 (801) 505-5250 International  
 7:00 am – 6:00 pm MST, Monday–Friday