

2019 BICSI Fall Conference Hotel Sub-room Block Form

Today's Date _____
 Name _____
 Phone; Email _____

Company _____
 Address _____
 City, State, Zip _____

BICSI is pleased to provide sub-room blocks under the 2019 BICSI® Fall Conference & Exhibition room block reserved at the **Mandalay Bay Hotel & Convention Center**. Sub-room blocks are being offered at the negotiated rates below (+ tax/resort fee, per night), single/double occupancy, *based on availability*. All sub-room blocks must be reserved with a *minimum of 10 rooms*. Please indicate the number of rooms below needed for

 (Organization's Name)

DAY	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.
DATE	9/27/19	9/28/19	9/29/19	9/30/19	10/1/19	10/2/19	10/3/19
PRICE	\$192+	\$192+	\$89+	\$89+	\$129+	\$192+	\$192+
ROOMS							

If you require sleeping rooms prior to 27 Sept. and/or after 3 Oct., rooms will be based on the hotel's availability and prevailing rates.

Please note the following reservation policies in effect for the _____ sub-room block.
 (Organization's Name)

1. A first night's deposit for each guest is due to the Mandalay Bay on _____ in the form of a credit card,
 (14 days from today)
 check or money order. If cancellation of your Fall Conference room reservation is necessary, you must contact the hotel and cancel before 19 August 2019 in order to be refunded your one-night deposit. Any cancellation made on or after 19 August 2019 will result in forfeiture of that deposit.

Billing Options: PLEASE CHECK YOUR BILLING PREFERENCE

- Guests Pay Own** – Each guest's credit card is required with the reservation by the reservation due date. Individual deposits will be charged to the credit card.
- First Night's Guarantee to Company Credit Card** – The company credit card will be authorized for one night's r/t for each guest room. Each guest will provide payment upon arrival for entire stay. The company credit card will be charged for any no-shows or cancellations within the cancellation policy.
- One Night Room/Tax to Company Credit Card** – Guests pay balance upon arrival.
- Room/Tax for Entire Stay to Company Credit Card** – Guests are required to provide a credit card for incidentals upon arrival.

2. _____ will provide a complete rooming list to the hotel by 19 August 2019. Changes to
 (Organization's Name)
 this list must be submitted in writing directly to the Mandalay Bay Hotel.

3. **Sleeping Room Attrition Fees:** In order to help prevent attrition penalties to BICSI, you will be required to utilize at least 90% of the TOTAL room block you have requested. Example: 50 total room nights blocked (50 x 90% = 45 room nights minimum). If only 40 room nights are picked up, an attrition fee of 5 room nights multiplied by the nightly room rate will be payable to BICSI. You may make a one-time reduction to the sub-room block by a maximum of 15% per night on or before 60 days prior to the first arrival date.

Please complete and sign this letter indicating your acceptance of the policies set forth for your room and return _____.
 (one week from today)

If this letter is not received by 19 August 2019, the sub-room block will be released. Letters should be mailed to: BICSI, Attn: Kim Osterman, CMP, 8610 Hidden River Parkway, Tampa, FL 33637, or faxed to: +1 813.971.4311.

Thank you,
 Kim Osterman, CMP
 Conferences & Events Manager
 800.242.7405 or +1 813.979.1991; Fax: +1 813.971.4311; kosterman@bicsi.org

ACCEPTED BY: **Signature** _____ **Today's Date** _____
 (Organization Representative's Signature)

APPROVED BY BICSI: **Signature** _____ **Today's Date** _____