



# CIM 2017 Convention

## GROUP SUB-BLOCK HOUSING REQUEST FORM

Company Name \_\_\_\_\_ Primary Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

**FOR 10 OR MORE ROOMS**

**ROOM BLOCK:** Please indicate below the number of rooms you would like to hold for each night. An email confirmation with booking instructions will be sent once the sub-block has been approved.

Fri 4/28	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4
1st Hotel Choice				2nd Hotel Choice		

Bed Type Requests: \_\_\_\_\_

**IMPORTANT DEADLINES AND POLICIES:**

**RESERVATIONS:**

Once your sub-block has been approved, you will receive an email confirmation with booking instructions on how to make your hotel reservations. Please review the information for accuracy.

**DEADLINE TO ASSIGN ROOMS:**

Your sub-block must be finalized with individual guest names and details by **Wednesday, February 15th**. Effective **Thursday, February 16th** any rooms that you do not assign will be released.

**ACKNOWLEDGEMENTS:**

Once reservations have been completed, you will receive an email acknowledgement for each reservation at the email address provided above. Please review the information for accuracy.

**DEPOSITS:**

All reservations require a credit card deposit of one night's room and tax. This amount may be reflected on your credit card statement as early as April 7<sup>th</sup>, 2017 (subject to change without notice).

**LAST DAY TO SUBMIT HOUSING DETAILS: February 15th**

CIM Housing Bureau  
 Email: [CIM@conferencedirect.com](mailto:CIM@conferencedirect.com)  
 Fax: (704) 927-1439