



Group Block Re-Book Housing Request Form
 Las Vegas Market – Winter 2018
 January 28 – February 1, 2018

1. CONTACT INFORMATION

Las Vegas Market through our official Housing provider, Connections Housing will confirm all reservations to the person listed below.

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Phone: _____ Fax: _____ E-Mail: _____

Exhibitor Buyer/Attendee

2. HOTEL INFORMATION

Please check the most important consideration in choosing your housing. Rate Location
 Choose your hotels in order of preference. If your 1st Choice is not available, the next available hotel will be assigned.

1st Choice _____ 4th Choice _____

2nd Choice _____ 5th Choice _____

3rd Choice _____ 6th Choice _____

3. ROOM BLOCK INFORMATION

Please complete the grid, providing a night by night breakdown of the number of rooms required. Bedding type is a request only and hotel may not be able to accommodate.

Date	Wed 1/24	Thu 1/25	Fri 1/26	Sat 1/27	Sun 1/28	Mon 1/29	Tue 1/30	Wed 1/31	Thu 2/1	Fri 2/2
Rooms/One Bed										
Rooms/Two Beds										
Suites (Subject to Availability)										
TOTAL										

If rooms are required for dates not listed above, please note the dates & number of rooms needed on the back of this sheet or separate page and send in with your request.

This form is provided for your convenience in making group housing reservation requests for the Winter 2018 Las Vegas Market. As it may not be possible to confirm everyone's first choice, the following guidelines will apply:

- Return completed forms to 702/331-9571 or lvm@connectionshousing.com.
- All reservations will be on a request basis and confirmed first come, first serve.
- Please provide (6) six hotel choices. Hotels will be assigned based on availability. Every effort will be made to accommodate all requests.
- You will receive confirmation of your hotel assignment directly from Connections Housing prior to the opening of general housing on September 1, 2017. Your acknowledgement will include the hotel's confirmed rate, deposit, cancellation and resort fee policy.
- If reserving 10 or more rooms, you will receive an email with detailed instructions regarding the assignment of rooms within your sub-block.
- A rooming list must be submitted or individual room assignments made online by December 1, 2017.

PAYMENT INFORMATION

All room blocks require a credit card to guarantee the requested rooms. A representative from Connections Housing will contact you to secure a valid credit card in order to process and confirm your room block prior to August 31, 2017. Hotels may charge a one night's room & tax deposit to individual credit cards provided with final rooming list in January of 2018. Please refer to your individual housing acknowledgement for hotel deposit and cancellation policies.

Should you have any questions, please contact Julie Richardson at 702/675-6519 or via email at lvm@connectionshousing.com.