



2018 ASEE Annual Conference & Exposition
June 24-27, 2018 · Salt Lake City, Utah

OFFICIAL HOTEL RESERVATION FORM

For best availability and immediate confirmation, make your reservations online
<https://www.asee.org/conferences-and-events/conferences/annual-conference/2018> or call (833) 560-5742.

CONTACT INFORMATION

RESERVATION DEADLINE: May 21, 2018

First Name:		Last Name:			
Company:					
Address:					
City:		State:		Zip:	Country:
Phone:		Fax:			
Email (required to receive confirmation):					

HOTEL SELECTION: 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 opportunity of receiving your hotel choice.

Preference	Hotels	Single	Double	Triple	Quad
	Salt Lake Marriott Downtown at City Creek	\$219	\$219	\$229	\$229
	Courtyard by Marriott Downtown	\$149	\$149	\$149	\$149
	Fairfield Inn & Suites Salt Lake City Downtown	\$129	\$129	\$129	\$129
	Hilton Salt Lake City Center	\$199	\$199	\$229	\$249
	Holiday Inn Express Salt Lake City Downtown	\$150	\$155	\$160	\$165
	Homewood Suites by Hilton, Downtown	\$159	\$159	\$159	\$159
	Hotel Monaco	\$234	\$234	\$239	\$239
	Hotel RL Salt Lake City	\$115	\$115	\$115	\$115
	Hyatt House Salt Lake City Downtown	\$149	\$149	\$149	\$149
	Radisson Hotel Salt Lake City Downtown	\$169	\$179	\$189	\$199
	Salt Lake Plaza Hotel at Temple Square	\$162	\$162	\$172	\$172
	Sheraton Salt Lake City Hotel	\$199	\$199	\$209	\$219

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 names of all room occupants: 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 12.67% (subject to change). Forms received without a valid guarantee/deposit will not be processed.

Call me for a valid credit card guarantee* Check deposit if enclosed (**check deposits must be received by May 21, 2018**)

*Your hotel reserves the right to charge the credit card associated with your reservation a deposit for one night's room and tax for each room reservation on or after **May 21, 2018**. The credit card must be valid through June 2018.

CANCELLATION: Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.

If you don't receive a confirmation or have questions, please contact Orchid.Events.

Return completed form to Orchid.Events:

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

Email: help@orchid.events

Fax: 801-355-0250

(833) 560-5742 US Toll-free
(801) 715-4410 International
7:00 am – 6:00 pm MST, Mon–Fri