

AMERICAN ORGANIZATION OF NURSE EXECUTIVES AONE 2016 Annual Meeting Housing Sub-Block Agreement

This signed Agreement is required to request a room block of 10 or more hotel rooms

Any company attending with 9 rooms or less may submit this signed agreement for a guaranteed room block

This agreement must be e-mailed to the Connections Housing at AONE@connectionshousing.com. Once received, your block request will be reviewed and based on availability will be assigned to one of your hotel choices. A credit card is required to book your room block. Request only the number of rooms you will actually need. When your room reservations have been made in the AONE 2016 Housing Bureau system in your room block with names, the email entered will receive an acknowledgement from Connections Housing.

February 18, 2016, Noon EDT – Deadline to make and complete your company’s room block reservations online yourself, or by sending your completed rooming list with all individual room occupants’ names to be processed by Connections Housing.

The housing bureau will not hold “dummy”, “TBD” named rooms or multiple rooms under one name beyond February 18, 2016. On February 19, 2016, all unreserved rooms remaining in your company block will be released to general attendees. If you need to request additional rooms for your block, you will be placed in order of requests & fulfilled based on availability.

You may make any changes online yourself –or they must be writing to Connections Housing at AONE@connectionshousing.com. Please provide the following information in the subject line: AONE 2016 Then include in your email or fax the acknowledgement number and the first and last name in the reservation. In addition, let us know how we may assist you as to the change - example: name change, arrival/departure date change, cancellation, etc.

PART 1 – HOTEL PREFERENCE

Hotel Choice(s) in Order of Preference	Hotel	AONE 2016 Single- Double- Triple-Quad room rate plus 15% Tax	Internet Included	Restaurant on Property	Distance to Fort Worth Convention Center
	Courtyard Fort Worth Downtown/Blackstone	\$169-\$169-\$169-\$169	•		4 Blocks
	Hilton Fort Worth	\$175-\$175-\$175-\$175	•	•	1/2 Block
	Holiday Inn Express & Suites Fort Worth Downtown	\$179-\$179-\$179-\$179	•		1 Mile
	Omni Fort Worth	\$200-\$200-\$200-\$200		•	1/2 Block
	Renaissance Worthington Fort Worth	\$191-\$191-\$191-\$191		•	6 Blocks
	Sheraton Fort Worth Downtown	\$178-\$178-\$178-\$178	•	•	1 Block

E-mail form to AONE@connectionshousing.com or fax to 404-601-7441; questions: 404-371-9867

PART 2: ROOM BLOCK REQUEST

Fill in the total number of rooms requested each night.

PLEASE NOTE: The check-out date is not considered a night stayed.

Event Dates

DAY	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.	Total Room Nights Requested
DATE	28-Mar	29-Mar	30-Mar	31-Mar	1-Apr	2-Apr	
Number of Rooms Requested							

PART 3: CONTACT INFORMATION AND ACCEPTANCE

Name of Company or Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Email Address: _____

Phone #: _____ Cell #: _____

Credit Card Number _____ Expiration _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Signature Below:

Card Signature _____

Date Signed _____

Phone #: _____ Cell #: _____

The **American Organization of Nurse Executives/AONE 2016 Annual Meeting** Exhibitor Sub-Blocks procedures and cancellation policies for 10 rooms or more or 9 or less for a guaranteed block supersede the hotel's cancel policies, in addition, these procedures and cancellation policies supersede any corporate agreement your company has on file with this specific hotel brand. Please review your **AONE 2016** housing acknowledgement to be sure the information is accurate.

1. Connections Housing is the official source for hotel rooms for this event and your rooms are obtained by submitting this required Exhibitor Sub - block Agreement Form for 10 rooms or more.
2. Any company attending with 10 rooms or more or 9 rooms or less may reserve online or may submit this signed agreement for a guaranteed room block.
3. Any credit card provided to **AONE 2016** Housing Bureau to book 9 rooms or less or to establish an Exhibitor room sub-block must be valid through 05/16.
4. If the guaranteeing credit card is to pay for all night's room and tax and will not be presented at check-in, the hotel's credit card authorization form is required. Obtain this form from the hotel at any time and return to the hotel after March 14th, 2016, and one week prior to arrival to insure proper processing.
5. A credit card is required for each room reservation and must be presented at check in to pay for any room and tax balance due and /or incidentals at check-out unless all charges are covered by the credit card authorization.
6. The AONE 2016 rates are guaranteed at each **AONE 2016** hotel until the **AONE 2016** hotel room block is sold out or through February 18, 2016, whichever occurs first.
7. After a room block is established for an Exhibitor, the contact may make their room reservations either
 - Online at any time and not later than **February 18, 2016** Noon, EDT, or
 - Send in their completed rooming list no later than **February 18, 2016**, noon, EDT to the AONE 2016 Housing Bureau for processing.
8. **February 19, 2016** – All unreserved rooms remaining in an Exhibitor's sub-block will be released. Any additional rooms required will be based upon availability.
9. The hotel's Early Departure Fee will be charged by your hotel if the hotel is not told of any changes prior to your arrival or at check in.
10. The Exhibitor Sub block contact or room guest may modify or cancel any reservation Online or in writing to Connections Housing at AONE@connectionshousing.com at any time through February 18, 2016, Noon, EDT
11. Any reservation cancelled in its entirety
 - At any time and secured with a check deposit will incur a \$25 cancellation-processing fee, in addition to all cancellation fees applicable prior to any balance refund due. Refunds will be processed after the event.
 - After February 18, 2016, up to 72 hours of arrival will be charged a \$25 cancellation-processing fee.
 - Within 72 hours of arrival will be charged by the hotel one night's room and tax.

Signature Accepting of cancellation policies: _____

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