

OMIA 2020
Sheraton Centre

Email your completed form to Sherlon Sandy at Sherlon.Sandy@sheraton.com

| | | |
|---|-------------------|--|
| Organization Name: <i>(Your group will be identified under this name)</i> | | |
| Organization Details: | <i>Address:</i> | |
| | <i>Telephone:</i> | |
| | <i>Fax:</i> | |
| Group Contact: | <i>Name:</i> | |
| | <i>Telephone:</i> | |
| | <i>Email:</i> | |

ROOM REQUIREMENTS:

Please be aware that a room type is not guaranteed, however hotel tries its best to accommodate any special requests.

Please complete this form and submit at the earliest. A rooming list with actual guest names does not need to be sent right now. Please note the cutoff date for submitting the rooming list is **February 25th, 2020**.

| | | | |
|----------------------------------|--|------------------------|--|
| Number of Rooms Required: | | | |
| Check-In Date: | | Check-Out Date: | |
| Expected Arrival Time: | | | |

BILLING:

| | |
|--|--|
| Room and Taxes: <i>(Guests or Master)</i> | |
| Parking: <i>(Guests or Master)</i> | |
| Incidentals: <i>(Guests or Master)</i> | |

Notes:

- Room Rates

Regular: \$209.00 single/double occupancy (plus applicable taxes)

Club Level: \$309.00 single/double occupancy (plus applicable taxes)

There is a \$30.00 charge for more than double occupancy at the hotel (max. 4 adults).

Guestroom Internet is included in the rate.

Check-in time: 3:00 pm Check-out time: 12:00 noon

- **Please note this form needs to be sent at the earliest. However, a rooming list with actual guest names does not need to be sent right now. Please note your cutoff date for submitting the rooming list is February 25th, 2020.**
- All reservations made via a rooming list are guaranteed to Master for No Show.

A credit card is required to be on the Master account. A Credit Card Authorization Link will be sent to you via email to be completed once your block has been created. Credit Card information cannot be transmitted over email for security purposes.
- Cancellation of individual reservations without penalty must be made more than 72 hours prior to day of arrival. Cancellations received within 72 hours of arrival will be charged a fee of 1-night room & tax to the master account.
- Please be aware that numbers of rooms are allocated on first come first serve basis until the group block is full. Once the group block is full or February 25th is passed, all room requests will be honored subject to availability and at prevailing rates.
- Once this form is completed and sent you will receive confirmation and a Group ID will be assigned for your reference going forward.
- When submitting this form please write your Mutual's name in Subject line of the email.