



SAGES 2018 Housing Form Exhibitor Request Form

Forms are processed first come, first served.

Deadline: **February 23, 2018** or when rooms are sold out.

EMAIL OR FAX COMPLETED FORM TO REGISTRATION@SAGES.ORG OR
310-437-0585

SEATTLE HOTEL CONTACT INFO:

Sheraton:

1400 6th Ave, Seattle, WA 98101
<https://www.starwoodmeeting.com/Book/sagesseattle2018exhibitors>

Grand Hyatt:

721 Pine St, Seattle, WA 98101
Phone: (206) 774-1234
<https://aws.passkey.com/go/SAGESEXHIBITORS>

Hyatt Olive 8:

1635 8th Ave, Seattle, WA 98101
Phone: (206) 695-1234
<https://aws.passkey.com/go/SAGESEXHIBITORS>

EXHIBITOR ROOM BLOCK INSTRUCTIONS:

1. For individual reservations and reservations for less than 10 rooms, you may use the form below or the links above.

2. **Companies booking 10 or more rooms on any single night will be required to provide full pre-payment and a full rooming list to the hotel by February 23, 2018. If rooming list AND payment in full is not received by February 23, 2018, your guest rooms will be released to the SAGES block for general sale.**

3. Complete this form. Only fully completed and signed forms will be processed.

4. Email or fax the completed form to registration@sages.org or 310-437-0585.

5. Once your form is received, you will be contacted by the hotel.

ROOM BLOCK RESPONSIBILITY:

On or before Friday, February 23, 2018 the final rooming list and final FULL PRE-PAYMENT for all nights' room/tax is required. If full pre-payment is not received by February 23, the above guestrooms will be released back to the SAGES block for general sale; at any time after this agreement is executed, or prior to February 23, 2018, if room holds are released, your first nights' room/tax initial deposit will be forfeited. Cancellations made after February 23 (if no name substitution is provided) will be 100% forfeited for room/tax for that cancellation.

CONTACT INFORMATION: Please PRINT clearly to avoid delays in processing

All Exhibitor room block correspondence will be sent to this individual unless otherwise indicated.

Contact Name _____

Company _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Cell _____

E-mail address _____

PLEASE SELECT HOTEL CHOICE: ROOM RATE

Sheraton – **SAGES Headquarters Hotel** \$219.00
(maximum of 10 rooms per company permitted)

Grand Hyatt \$235.00 single / \$250 double

Hyatt Olive 8 \$235.00 single / \$250 double

DAY	Sun	Mon	Tue	Wed	Thu	Fri	Sat
DATE	4/8	4/9	4/10	4/11	4/12	4/13	4/14
Sleeping Rooms							
Suites							
TOTAL							

ROOM BLOCK PAYMENT METHOD: Check one box only. This payment method will be applied to ALL ROOMS IN THE BLOCK.

- Please charge this card for all nights room and tax only - all guests will provide their own payment for incidentals at check-in.
- Please charge this card for all nights, all attendees room, tax and incidentals.
- We have 10 or more rooms, and will coordinate credit arrangement with the hotel.

Credit Card Type: VISA MasterCard American Express Discover Card

Card Number: _____ Exp. Date _____

By signing the Policy Acceptance, I acknowledge that I have read, understand, and agree to comply with the policies set forth in this agreement.

Policy Acceptance Signature _____

Exhibitor must sign the Policy Acceptance line. This form will not be processed without signature.

Rooming Lists

SAGES 2018

April 11-14, 2018

Each name should appear only once, either under “Staff Name” or “Sharing With”

Staff Name	Hotel Choice (please circle one)	Sharing With	Room Style Check all that apply	Arrival Date	Departure Date
	Sheraton Hyatt Olive 8 Grand Hyatt		One Two Dis		
	Sheraton Hyatt Olive 8 Grand Hyatt		One Two Dis		
	Sheraton Hyatt Olive 8 Grand Hyatt		One Two Dis		
	Sheraton Hyatt Olive 8 Grand Hyatt		One Two Dis		
	Sheraton Hyatt Olive 8 Grand Hyatt		One Two Dis		

**You may use this form to submit your rooming list, or you may provide your own list by
February 23, 2018**

***Please note that for groups of less than 10, both pages of the form must be submitted
together unless companies book online directly***