

October 7-9, 2018 · Las Vegas, Nevada
MGM Grand Las Vegas



SUITE REQUEST FORM

SUITE RESERVATION INSTRUCTIONS

For Exhibiting Companies: The Suite Reservation Form should be used to reserve suites for exhibiting companies (hospitality functions are only permitted during non-exhibit hall hours).

For Non Exhibiting Companies: The Data & Marketing Association appreciates the support of all companies participating in &THEN and welcomes their involvement. Suites that are held within DMA's hotel block are reserved for &THEN exhibitors and sponsors. Companies that are Members, and are NOT participating as an exhibitor or sponsor are required to pay a surcharge of \$4,500 (100 sq. ft.). Companies that are Non-Members and are NOT Participating as an exhibitor or sponsor are required to pay a surcharge of \$5,700. Please note that exhibit space is available in the &THEN Exhibition, reserving a booth will maximize your company's exposure and eliminate the suite surcharge. To reserve a booth, please contact Wilson Vargas at wvargas@thedma.org.

Please follow the instructions and policies below that correspond with the suite reservation request form, and read them prior to completing steps.

STEP #1: RESERVATION INFORMATION:

- Where name of occupant is listed on the form, please put either the name of the guest that will occupy the room, or the contact person of the organization that will utilize the suite for a function.
- To receive the special convention rates, you need to use this form AND need to be a registrant of &THEN.

STEP #2: ACCOMMODATIONS:

- Reservations are processed on a first-come, first-served basis until **August 17, 2018**. Telephone reservations will NOT be accepted. After August 17, 2018, negotiated convention rates may not apply, and suites will be assigned on a room and rate availability basis.

STEP #3: GUARANTEE:

- A credit card guarantee is required for all reservations. Checks or cash will not be accepted to guarantee a suite reservation. **Please DO NOT mail cash or checks with this suite form.**
- State and room tax on the suites will be listed on your suite confirmation, currently 13.38% (subject to change) and a \$30 per night resort fee.

STEP #4: E-MAIL FORM TO:

E-Mail: dma@orchid.events

- Orchid will not send confirmation that your email was received.
- All suite reservation requests must be received by **August 17, 2018**. After this date, your request will only be accommodated if possible.

STEP #5: POLICIES:

- **Confirmations:** Orchid will obtain approval from DMA once your company is verified as a contracted exhibitor and will acknowledge your suite request either by email, fax or by mail.
- **Suite Usage:** Suites in the block are reserved for exhibiting companies ONLY. **Companies may NOT use suites to exhibit products during the &THEN event, and suites should not be used for meetings or entertainment during &THEN exhibit hall/show hours.** For any company or member found using a suite for the display or exposition of products during show hours or holding meetings or receptions during show hours, DMA reserves the right to take disciplinary action. Companies that do not abide by these policies will not be permitted to reserve suites at future &THEN events, may be subject to reduction of priority points and are subject to paying rack rates for the suite upon check out.
- **Changes/Cancellations:** Changes and cancellations must be made in writing to Orchid. However, if a change/cancellation occurs after **October 1, 2018**, you must contact your assigned hotel directly. Suites cancelled after **August 17, 2018** will incur a fee of one night's room and tax. Please review your confirmation slip for the cancellation policy of that specific hotel.
- **No-Show Policy:** Please be aware that a penalty of the one night's stay will apply for any guest that does not show up at the assigned hotel by the specified arrival date. The Data & Marketing Association is not responsible for any no-show charges.

**Please direct any questions or changes to Ben Pendleton at:
E-mail: DMA@orchid.events or Phone: (801) 505-4124**

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STEP #1: CONTACT INFORMATION:

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

In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.

Person under whose name the suite will be reserved: *Please do not use company name here, one person should be responsible for checking into suite.*

First Name _____ Last Name _____

STEP #2: ACCOMMODATIONS:

Check in date: _____ Time: _____

Check out date: _____ Time: _____

HOTEL - MGM GRAND LAS VEGAS

Suite reservations will be made at the MGM Grand Las Vegas based on availability. Suite rates will be confirmed by Orchid Events upon confirmation of availability.

Post Suite Name as: _____

Suite Type: Please Check One:

- 1-Bedroom with Hospitality Suite (Parlor) 2-rooms with Hospitality Suite (Parlor)
 Hospitality Suite Only (Parlor Only)

Is your company an &THEN 2018 Exhibitor? Yes No

Will hospitality function(s) or meeting(s) take place in this suite? Yes No

Please note that **NO FUNCTIONS CAN BE HELD IN THE SUITE DURING &THEN EXHIBIT HALL OPEN HOURS (listed below)**

Sunday, October 7: 4:00 PM - 6:30 PM Monday, October 8: 9:30 AM - 4:30 PM Tuesday, October 9: 8:30 AM - 12:30 PM



Special Needs: _____

STEP #3: GUARANTEE: All suite reservations require a credit card guarantee. Please complete the credit card information below.

Please check one: Amex MasterCard Visa Discover

Card Number: _____ Expiration Date: _____

Name of Card Holder: _____

Signature: _____

STEP #4: SEND FORM TO: Orchid.Events via fax (801) 355-0250 or mail at 175 S. West Temple, Suite 30, Salt Lake City, UT 84101.

STEP #5: ACKNOWLEDGEMENT OF DMA POLICIES:

Signature: _____

I hereby acknowledge that I have reviewed the DMA suite reservation policies and will adhere to all rules of conduct as stated.