



Information for Hotel Reservations

AG has negotiated discounted hotel rates for AG attendees. You must make your hotel reservation through Orchid Event Solutions. Hotel reservations are taken 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.

Deadline

All reservations must be received by **July 5, 2017**, to guarantee availability and conference rates. After this date, reservations will be made based on availability and hotels may charge higher rates.

Ways to Book Hotel Reservations

Online: [CLICK HERE](#) (for new reservation, modifying an existing reservation, or cancelling a hotel reservation)

Telephone: Agents available 7:00 a.m. to 6:00 p.m. Mountain Standard Time, Monday through Friday
Toll-free (US): (877) 505-0679
International: +1-(801) 505-4617

Print the Hotel Reservation Form and fax or mail to Orchid Event Solutions

Fax: Fax completed forms to (801) 355-0250 (do not mail after faxing)

Mail: Orchid Event Solutions
175 S. West Temple, Suite 30
Salt Lake City, Utah 84101

Deposit

All reservation requests must be accompanied by a credit card guarantee or check equaling the amount of one night's room and tax for each room reserved.

Acknowledgments

Orchid Event Solutions will send reservation acknowledgements within 24 hours via email if booked online or by telephone; fax and mail acknowledgements will be sent within 72 hours of receipt. If you do not receive your acknowledgement in this time frame, contact Orchid Event Solutions. **You will not receive a written confirmation from the hotel.**

Changes and Cancellations

Any reservation cancelled after **May 23, 2017** will be subject to a \$50.00 processing fee. Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.

Through July 27, 2017 send requests for changes and cancellations in writing to Orchid Event Solutions via e-mail (help@orchideventsolutions.com) or fax to 801-355-0250. After July 27th, contact hotels directly to make changes and cancellations.

Questions or Special Requests?

For questions or special requests, please contact Orchid Event Solutions at (877) 505-0679 between 7:00 a.m. and 6:00 p.m. Mountain Standard Time, Monday through Friday or e-mail questions, cancellations, or changes to your reservation to help@orchideventsolutions.com.

Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.



Important Housing Message

Orchid Event Solutions, AG's only official Housing Company, is coordinating hotel reservations for the meeting. When you book your room with Orchid Event Solutions you will receive the following benefits:

- Immediate email acknowledgement of your hotel assignment;
- Entitled to receive reduced and discounted rates at official meeting hotels;
- Protection in the event the hotel has oversold guest rooms;
- And much more!

When rooms are booked at hotels that are NOT within our official hotel block and/or you do not use Orchid Event Solutions:

- AG is exposed to penalties for not fulfilling our room block commitments;
- AG risks our ability to rebook preferred meeting hotels and receive reduced rates;
- AG could possibly lose qualification for the amount of space needed at the convention center.

Help make this meeting a success. Book early and with Orchid Event Solutions!