

# 2014 Esri International User Conference

## Group Reservations Acknowledgment of Terms

To request group reservation for hotel rooms at discounted rates for the 2014 Esri International User Conference, please complete and sign this document and return it to the Esri Housing Bureau. The Esri Housing Bureau will contact you via e-mail to confirm room rates and the hotel and number of rooms reserved.

In order to process the group reservation request, Esri must receive this document filled out in its entirety and signed by an authorized person. Incomplete forms will not be accepted. Information will be kept in accordance with Esri's privacy policy, which may be found at [esri.com/legal/privacy.html](http://esri.com/legal/privacy.html).

Once hotel and rate has been confirmed, the group coordinator will receive a specific link to access their group reservations. This link will give you access to make each individual person in your group a room reservation within your reserved room block.

### Eligibility

Groups may request blocks of **TEN (10)** or more hotel rooms at select conference hotels for the 2014 Esri International User Conference. Room blocks are allocated on a first come, first served basis; number of rooms and requested hotels are not guaranteed. Rooms will be allocated in the same hotel where possible. If the requested hotels do not have the entire block requested available, Esri will research other hotel options and confirm via e-mail what was allocated to the group.

### Cancellations and Penalties

On or before April 30, 2014, at 5:00 PM Pacific daylight time (PDT), Company may reduce room nights or cancel reservations being held in its block without penalty. Cancellations must be communicated in writing and received by Esri on or before April 30, 2014, at 5:00 PM Pacific daylight time. After April 30, should you not use 90 percent of the remaining total room nights, you agree to be charged \$75 for each room night not utilized. Esri will notify you via e-mail, and the fees will be charged to the credit card on file. Esri reserves the right to charge late fees or turn this over to a collection agency should you dispute this charge on your credit card bill.

### Contact Information

Name of Group/Company \_\_\_\_\_

Name of Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Alternate Contact Phone Number \_\_\_\_\_

Alternate Contact E-mail \_\_\_\_\_

A final name on each reservation within your group block is to be entered into the system on or before May 15, 2014, at 5:00 PM Pacific daylight time. Any reservation without the individual name staying in each room, as well as check-in and checkout dates for each individual by this deadline, Esri will assume these rooms will not be utilized and will release them back into general inventory. The cancellation penalty will apply.

### Special Requests

Name changes, special requests, and room type changes may be made through the Esri Housing Bureau until Friday, June 27, 2014, at 5:00 PM PDT. To reach the Esri Housing Bureau, please call 1-888-377-4576 or e-mail [uchotelres@esri.com](mailto:uchotelres@esri.com). Room types and special requests cannot be guaranteed and cannot be confirmed until check-in at the hotel.

### Limitation of Liability

Esri is not affiliated with any of the hotels and is not responsible for any actions of the hotels. Esri makes no warranty as to the availability or quality of the hotel rooms, nor shall Esri be responsible for finding or paying for other accommodations.

Please e-mail or fax this document to  
Fax: 909-307-3128 E-mail: [uchotelres@esri.com](mailto:uchotelres@esri.com)

### Contact Hours

US/Canada Phone Number: 888-377-4576  
8:00 AM–5:00 PM, Pacific Time, Monday–Friday  
International Phone Number: 909-793-2853, extension 1-1363  
Closed Saturday, Sunday, and all major US holidays

### Hotel Requested\*Choose from below hotels ONLY.

Manchester Grand Hyatt, Omni, Marriot Marquis & Marina, Hilton Bayfront, Doubletree Mission Valley, Marriott Mission Valley.

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Please enter the number and type of rooms you will need for each night:

	Fri. 7/11	Sat. 7/12	Sun. 7/13	Mon. 7/14	Tues. 7/15	Wed. 7/16	Thurs. 7/17	Fri. 7/18
1 bed, smoking								
1 bed, nonsmoking								
2 beds, smoking								
2 beds, nonsmoking								
Total								

Total room nights \_\_\_\_\_

I, the undersigned, hereby affirm that I am authorized to bind the organization indicated above and hereby accept all terms on pages one and two on this 2014 Esri International User Conference Group Reservations Acknowledgment of Terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_



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