

Esri User Conference 2017

Group Reservations

Acknowledgment of Terms

Eligibility

Groups may request blocks of TEN (10) or more hotel rooms at select conference hotels for the Esri User Conference 2017. 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.

Requesting Your Group Block

Step 1: 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, 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 by May 3rd, 2017. 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. Please email this document to uchotelres@esri.com.

Step 2: 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.

***Please note that the email address you put on each reservation is the address that will receive the hotel confirmation emails and other important information regarding the reservation.**

Step 3: Once rooms are reserved, and you receive the confirmation email, your reservations are complete.

***If you need to request additional rooms, please email uchotelres@esri.com**

Modifications

If you need to change any information on the reservation, or need to cancel, you can do so via the "modify" link and "cancel" link in the confirmation email for the specific reservation.

Cancellations and Penalties

Company may reduce room nights or cancel reservations being held in its block without penalty on or before May 3rd, 2017, at 5:00 PM Pacific Standard Time (PST). Cancellations must be communicated in writing and received by Esri on or before May 3rd, 2017 at 5:00 PM (PDT). Any reserved rooms cancelled after May 3rd will be charged a \$100 cancellation fee, per reservation.

After May 3rd, any unreserved room nights remaining in your block will be released into the general inventory.

***Please make sure that the final name for each reservation is in the system before June 16th at 5:00 PM (PDT). After June 16th, all reservations are transferred to the hotel, therefore, any name changes, cancellations etc. will need to go through the hotel directly.**

Contact Us

Phone Number: 909-793-2853 x1363

Email: uchotelres@esri.com

8:00 AM –5:00 PM (PDT) Monday–Friday

Closed Saturday, Sunday, and all major US holidays

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.

Contact Information

Name of Group/Company

Name of Contact

Address

City

State/Province

Zip/Postal Code

Country

Phone Number

Email Address

Alternate Contact Name

Alternate Contact Number

Alternate Contact Email

Hotel Requested *Choose from below hotels only

Hilton Bayfront, Manchester Grand Hyatt, Marriott Marquis and Marina, Doubletree Mission Valley, Marriott Mission Valley

First Choice

Second Choice

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

	Fri. 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11	Wed 7/12	Thur 7/13	Fri 7/14
1 bed nonsmoking								
2 bed nonsmoking								
Total								

I, the undersigned, hereby affirm that I am authorized to bind the organization indicated above and hereby accept all terms on this Esri User Conference 2017 Group Reservations Acknowledgment of Terms.



Signature

Date

Print Name and Title

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