

Today's Date _____ Company _____

Name _____ Address _____

Phone; Email _____ City, State, Zip _____

BICSI® is pleased to provide sub-room blocks under the 2024 BICSI® Fall Conference & Exhibition room block reserved at **Harrah's Las Vegas, Flamingo Las Vegas, and The Linq Hotel+ Experience**. Sub-room blocks are being offered at the negotiated rate of U.S.\$139 + tax/night from 11 and 12 September, 15-19 September, and 22 September, and U.S.\$195 + tax/night 13-14 September, and 20-21 September, plus a \$35 per night resort fee. Single/double occupancy is based on availability. All sub-room blocks must be reserved with a minimum of 10 rooms. Please indicate the number of rooms below for

(Organization's Name)

Please choose your hotel for the room block:	
Harrah's Las Vegas	
Flamingo Las Vegas	
The Linq Hotel+ Experience	

DAY	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.
DATE	9/13/24	9/14/24	9/15/24	9/16/24	9/17/24	9/18/24	9/19/24
# of ROOMS							

If you require sleeping rooms prior to 13 September and/or after 19 September, rooms will be based on the hotel's availability and prevailing rates.

Please note the following reservation policies in effect for the _____ sub-room block.
(Organization's Name)

1. A first night's deposit for each guest is due to Harrah's Las Vegas, Flamingo Las Vegas, and/or The Linq Hotel+ Experience on _____ in the form of a credit card, check, or money order. If cancellation of your
(14 days from today)
Fall Conference room reservation is necessary, you must contact the hotel and cancel 72 hours prior to arrival to be refunded your one-night deposit. Any cancellation made after 72 hours prior to arrival will result in forfeiture of that deposit. Should rooms need to be cancelled, attrition fees to BICSI may still apply. See item 3 below.

Billing Options: PLEASE CHECK YOUR BILLING PREFERENCE

- Guests Pay Own** – Each guest's credit card is required with the reservation by the reservation due date. Individual deposits will be charged to the credit card.
 - First Night's Guarantee to Company Credit Card** – The company credit card will be authorized for one night's room/tax for each guest room. Each guest will provide payment upon arrival for the entire stay. The company credit card will be charged for any no-shows or cancellations within the cancellation policy.
 - One Night Room/Tax to Company Credit Card** – Guests pay balance upon arrival.
 - Room/Tax for Entire Stay to Company Credit Card** – Guests are required to provide a credit card for incidentals upon arrival.
2. _____ will provide a complete rooming list to the hotel no later than Wednesday, 7 August 2024.
(Organization's Name)
Changes to this list must be submitted in writing directly to Harrah's Las Vegas, Flamingo Las Vegas, and/or The Linq Hotel+ Experience.
 3. **Sleeping Room Attrition Fees:** In order to help prevent attrition penalties to BICSI, you will be required to utilize at least 90 percent of the TOTAL room block you have requested. Example: 50 total room nights blocked (50 x 90 percent = 45 room nights minimum). If only 40 room nights are picked up, an attrition fee of 5 room nights multiplied by the nightly room rate will be payable to BICSI. You may make a one-time reduction to the sub-room block by a maximum of 15 percent per night on or before 60 days prior to the first arrival date.

Please complete and sign this letter indicating your acceptance of the policies set forth for your room.

Thank you,
Kim Osterman, CMP
Manager, Conferences & Events
813-769-1841; Fax: +1 813.971.4311; kosterman@bicsi.org

ACCEPTED BY: Signature _____ Today's Date _____
(Organization Representative's Signature)

APPROVED BY BICSI: Signature _____ Today's Date _____