

HOUSTON INSURANCE DAY

February 21, 2018 | Houston Marriott Westchase

Exhibitor Guest Room Registration

All Houston Insurance Day exhibitor packages include 1 complimentary guest room night, room & tax only, at the Houston Marriott Westchase located at 2900 Briarpark Dr, Houston, Texas, a smoke free hotel. IIAH has secured a room block guaranteed through **February 7, 2018**. IIAH cannot guarantee room availability after this date. IIAH will only pay for one room night per exhibitor booth. Exhibitors needing additional room nights or additional rooms for other personnel must reserve rooms through IIAH. The exhibitor is responsible for payment of any additional nights and/or rooms at a rate of **\$139 Single/Double** prior to **February 7, 2018**. Note all room confirmations are e-mailed to the exhibitor from the hotel directly and will reflect a purchase amount regardless if paid or complimentary. **Credit card information is required to secure complimentary rooms for incidentals outside of room and tax. All exhibitors are required to advise IIAH if the complimentary reservation will not be utilized. Reservations, whether complimentary or otherwise, must be made through IIAH.**

Do not call the hotel directly

All room cancellations must be e-mailed to Maria Ibarra-Astorga at mibarra-astorga@iiah.org. Cancellations on additional rooms/nights should be made prior to **February 7, 2018**, otherwise a cancellation fee may be imposed by the hotel to your credit card. All no shows will incur a 25% fee of room charges.

GUEST ROOM RESERVATION

ONE FORM PER PERSON

Exhibitor Company Name

Phone Number

Individual Name for Reservation

Booth # (if known)

E-mail Address (Required for confirmation)

Check In: February _____, 2018

Check Out: February _____, 2018

Exhibitor Additional Room

Exhibitor Complimentary Room

CREDIT CARD INFORMATION

AMEX Discover MC Visa

Credit Card information is used to secure reservation and cards will not be charged. Upon check in the front desk personnel will ask for the card again. **Do not e-mail credit card information.** Card information is required on all reservations, whether complimentary or not for incidentals.

Name on Card

Credit Card #

Exp. date

Credit Card Billing Address/Zip Code