



Housing Sub-Block Agreement for 10 or More Hotel Rooms
ASE 2020 Scientific Sessions
Gaylord Rockies Resort and Convention Center

This Agreement must be emailed to Kaitlyn Foulds at Gaylord Rockies Resort and Convention Center.

Once received, your room block request will be reviewed for availability and you will be sent an email confirming your request. A Credit Card Authorization form will be sent from a secure link after confirmation of availability of rooms. The credit card will be charged a deposit of one night's room and tax per room held in your block. You have until May 1, 2020 to release rooms without penalty.

Sub-Block Cut-Off Date: May 1, 2020

A rooming list with the names of all reservations is due by **May 1, 2020**. After this date, the one night's deposit becomes non-refundable and any unused or remaining TBD or 'dummy' reservations will automatically be cancelled. Additionally, if an attendee does not check-in on their scheduled arrival date their complete reservation will be canceled. Reinstatements will be made based on hotel availability. Changes to existing reservations can be made through Kaitlyn Foulds until May 27, 2019, but keep in mind reservations cancelled or rooms released after the Sub-Block Cut-Off date will not be eligible for the deposit refund.

(NOTE: Credit/Debit card policy upon check-in: There will be a hold placed on your card in the amount of \$50 per night for incidental charges.)

Room Block Request

	Wed 6/17	Thurs 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Mon 6/22	Tues 6/23
ROH Single/Double (\$245*)							
Guaranteed King (\$270*)							
Guaranteed Two Queen Beds (\$270*)							

*Room rate based on single or double occupancy. Applicable fees & taxes will be added to room rates, currently 15.25%.

Contact Name: _____ Phone: _____

Email: _____

Company: _____

Full Address: _____
Address City, State Country

Signature: _____ Date: _____

By signing this form, you acknowledge and accept the conditions of this Sub-Block Agreement

SEND COMPLETED FORMS TO KAITLYN.FOULDS@MARRIOTT.COM OR CALL 720.574.1480