

**HOUSING SUB-BLOCK AGREEMENT  
 APIC 2018 ANNUAL CONFERENCE  
 MINNEAPOLIS, MINNESOTA  
 JUNE 13-15, 2018**

***This signed Agreement is required to request a block of 10 or more hotel rooms.***

**This form is required for companies requiring ten (10) or more rooms at one of the official APIC 2018 hotels.** Please complete this form in its entirety and submit to Susan Gosz via fax at +612-767-8211.

If your company requires fewer than 10 rooms, please visit <http://ac2018.site.apic.org/> for details.

**CONTACT INFORMATION:** (The person below will be the contact person for all arrangements)

Company Name/Group Name: \_\_\_\_\_

Main Contact First Name: \_\_\_\_\_ Main Contact Last Name: \_\_\_\_\_

Main Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PART I: ROOM BLOCK REQUEST**

Fill in the total number of rooms requested each night (the check-out date is not considered a night stayed):

| DAY                  | Sat    | Sun     | Mon     | Tues    | Wed     | Thurs   | Fri     | Sat     |
|----------------------|--------|---------|---------|---------|---------|---------|---------|---------|
| DATE                 | 6/9/18 | 6/10/18 | 6/11/18 | 6/12/18 | 6/13/13 | 6/14/18 | 6/15/18 | 6/16/18 |
| # of Rooms Requested |        |         |         |         |         |         |         |         |

Total Room Nights = \_\_\_\_\_

90% of Total Room Nights = \_\_\_\_\_

**Details on how to submit your room list will be provided along with your block confirmation within two business days of receipt or APIC approval.** Emailed requests may take longer to confirm as we need to secure credit card details prior to confirming block arrangements.

**Key dates to remember** are: Room lists are due by **April 11, 2018** and additional rooms will be accepted up until **May 18, 2018**, based upon availability.

***E-mail form to [SusanG@minneapolis.org](mailto:SusanG@minneapolis.org) or fax to 612-767-8211***  
***Questions: 612-767-8210***

**PART II: HOTEL PREFERENCE**

Please rank the hotel preference. Map of hotel locations can be found at <http://ac2018.site.apic.org/>

| Hotel Choices in Order of Preference | Hotel                                       | APIC Conference Rate<br><i>Rates do not include Room Tax.</i> | Distance from The Minneapolis Convention Center |
|--------------------------------------|---|---|---|
|                                      | Hilton Minneapolis (HQ)                     | \$249 s/d   | 0.2 mi (connected via sky walk)                 |
|                                      | Hyatt Regency Minneapolis                   | \$239 s/d   | 0.3 mi (connected via sky walk)                 |
|                                      | Millennium Minneapolis                      | \$239 s/d   | 0.2 mi (connected via sky walk)                 |
|                                      | Minneapolis Marriott City Center            | \$229 s/d   | 0.7 mi (connected via sky walk)                 |
|                                      | Doubletree Suites by Hilton Minneapolis     | \$239 s/d   | 0.4 mi  |
|                                      | Crowne Plaza Minneapolis-Northstar Downtown | \$209 s/d   | 0.5 mi (connected via sky walk)                 |
|                                      | Hyatt Place Minneapolis Downtown            | \$209 s/d   | 0.6 mi (connected via sky walk)                 |
|                                      | Hampton Inn & Suites Minneapolis Downtown   | \$229 s/d   | 0.9 mi (connected via sky walk)                 |

**PART III: AGREEMENT**

- The initial hotel block requested for APIC 2018 cannot be more than 10% above final room night pick up from APIC 2017**, without group justification on why a larger block is being requested, such as larger booth contracted, additional poster presentations confirmed, additional speakers confirmed, more attendees registered, etc... This is subject to approval by APIC at the time the authorization form is received.
- Rooms will be assigned on a first-come, first-served basis.
- This signed form constitutes your official room block. Confirmation of hotel assignment to follow.
- Changes are subject to availability and should be made directly with the Housing Bureau through Friday, May 18, 2018.
- Should the room nights utilized — on a cumulative basis — after the Final Adjustment Date fall below 90% of the contracted reservation (block), the group agrees to be financially responsible for the unused room nights in the group reservation block up to 90% of the final contracted block. Financial responsibility will be determined by APIC, not the housing bureau. The Group will be invoiced by APIC directly.

*E-mail form to [SusanG@minneapolis.org](mailto:SusanG@minneapolis.org) or fax to 612-767-8211*  
*Questions: 612-767-8210*

6. Should the Group cancel the group room block at any point after the Final Adjustment Date of April 11, 2018, APIC reserves the right to hold Group responsible for the total number of room nights reserved multiplied by the hotel room rates.
  - a. Cancellation is defined as the total non-use of the group room block.
  - b. Invoices will be sent immediately following the conference.
  - c. Payment will be due no later than thirty (30) days after date of invoice.
7. Early arrival/late departure dates may not be readily available, but APIC will work with hotel to accommodate requests.
8. Housing Bureau will confirm room block request within 2 business days of approval by APIC.
9. Reservations will not be accepted without a form of payment to guarantee your room block.
10. **Names for rooms must be received by April 11, 2018. Any rooms held without a name after this date will be released for general sale.**

---

Signature: Acting as Agent for Group

Date

#### **PART IV: GUARANTEE**

**NOTE: Credit cards will ONLY be accepted via fax or phone. Please do not email credit card numbers for security purposes.**

Visa    Master Card    American Express    Discover

Credit Card Number to secure sub-block: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_      CVV: \_\_\_\_\_

---

Authorized Signature

Date

*By signing, I agree to comply with the policies set forth in this agreement by APIC and authorize my credit card to be charged applicable penalty and cancel fees. I acknowledge that I have read and hereby agree with the policies and information stated in this agreement. If you need clarification of the policies set forth by APIC prior to signing, please contact [kkostiuk@conferencemanagers.com](mailto:kkostiuk@conferencemanagers.com).*

***E-mail form to [SusanG@minneapolis.org](mailto:SusanG@minneapolis.org) or fax to 612-767-8211***  
***Questions: 612-767-8210***