



Group Housing Request Agreement

Room Sub-block Agreement for Ten (10) or more Guest Rooms

This Group Housing Request Agreement is for exhibitors or third parties to obtain a sub-block of sleeping rooms from the official ASPEN 2024 Nutrition Science & Practice Conference hotels. This Agreement will enable the selected hotel to reserve a block of 10 or more rooms per night for the exhibitor or group to use during the dates of the conference. ASPEN24 will utilize two properties for groups:

Tampa Marriott Water Street
Headquarters Hotel
700 S Florida Ave.
Tampa, FL 33602
RATE: \$259 per night (plus \$1.95 fee)

Hilton Tampa Downtown
211 N Tampa St.
Tampa, FL 33602
RATE: \$249 per night

The conference rate per night **does not include** state and local taxes, which are currently 13.5%. One night room rate and tax are due as pre-payment to the hotel.

Hotel Preference: _____

Room Type	Thursday, Feb 29*	Friday, March 1	Saturday, March 2	Sunday, March 3	Monday, March 4	Tuesday, March 5	Wednesday, March 6*	Total Nights
Single								
Double								
TOTAL								

*Limited room availability on Thursday, February 29 and Wednesday, March 6.

PLEASE NOTE: In order to reserve your room block, you are agreeing to pay all fees associated with your block to the hotel, which is non-refundable. Once you have made payment, ASPEN assumes no liability for any hotel room fees due.

Hotel Assignment Policy and Procedures

Requests will be assigned on a first come, first served basis and are based on hotel availability. You will receive an official approval notification from ASPEN within 7 business days of form submission. The hotel will then send to you a summary of charges and the information on the room block. Your arrangements at the hotel will not be considered confirmed until this summary is approved in writing by the hotel.

Deposit and Payment Policy

All housing details must be directly coordinated with the hotel, including housing lists, final arrival/departure arrangements, and all payments. Payments will be collected by the hotel, not ASPEN. One night's room and tax for all rooms in the block will be charged by **Thursday, February 1, 2024**, which is non-refundable in the case of cancellation after this date. If no credit card is provided and no rooming list by this deadline, your

rooms will be cancelled and released back into the general block. Full payment of sub-block rooms is due to the hotel prior to arrival – this date will be set by the assigned hotel.

Cancellation Policy

You agree to utilize and/or pay for 100% of all rooms reserved within your final block. ASPEN is not responsible for covering any housing costs or fees incurred by any group. If you require additional rooms beyond the contracted hotel block, ASPEN must be contacted for approval. Any block reductions or room cancellations after February 1, 2024, will not reduce your overall obligation to pay the hotel for the agreed upon block.

Early Departure Policy

There is an early departure fee of one-night room and tax for guests who check out prior to the agreed check-out date. The check-out date will be confirmed upon check-in.

We hereby apply, subject to the terms in this Agreement, for a block of rooms (outlined above) at the referenced hotel and we agree to pay in full for the rooms secured as outlined herein:

Company's Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____

Please return form to:
Valerie Mickiewicz – Manager, Development and Strategic Partnerships
Phone: 301-920-9155
Fax: 301-587-2365
E-mail: valeriem@nutritioncare.org

ASPEN USE ONLY:

Approved: _____

Date: _____

Signature: _____

HOTEL USE ONLY:

Approved: _____

Date: _____

Signature: _____