

SCVS EXHIBITOR BLOCK REQUEST FORM
March 12-16, 2016, Bellagio Hotel, Las Vegas, Nevada

This section is to be used to reserve a block for all rooms at the official SCVS hotel. You may block as many rooms as you need at the official hotel. Rooms will be assigned on a first come, first serve basis. *It is possible the block of rooms set aside for the SCVS will fill before the **January 15, 2016** deadline; thus, you are encouraged to submit your Block Request Form as soon as you are able.*

Block Request Form must be received by January 15, 2016, 5:00 pm, EDT
Rooming Lists must be received by January 15, 2016, 5:00 pm, EDT

Requests after this date are on a space available basis and are not guaranteed the Group Rate.

Contact Person: (Confirmations will be sent to this person only) _____

Company Name: _____

Address: _____ **City/State/Zip:** _____

Country: _____

Telephone: _____ **FAX:** _____ **E-mail:** _____

BELLAGIO HOTEL BLOCK: Blocks will be reserved on a first come, first served basis. *Please note: Room rates do not include taxes.*

Please indicate the number of like to reserve each night constitute your block.	Date	Friday 3/11	Saturda y 3/12	Sunday 3/13	Monday 3/14	Tuesda y 3/15	rooms you would below. This will
	Room Rate	\$249	\$249	\$195	\$195	\$195	
Additional Room Expenses fees, and assessments):	# of Rooms						(exclusive of taxes,

Resort Charge: \$25.00 per room, per night

(Includes in-room high speed internet, local and toll free phone calls and access to spa facilities)

12% local taxes

Check here if an ADA accessible room is required. _____

ROOM DEPOSIT/CANCELLATION POLICY: Please refer to the SCVS Room Block Agreement for the cancellation policy

CREDIT CARD:

CREDIT CARD NUMBER: _____ **Exp. Date:** _____ **Security Code:** _____

Name on card: _____

Signature of card holder _____

Please check if credit card billing address is same as above. If billing address is different, please enter it below.

Address

City, State, Zip, Country

SCVS ROOM BLOCK AGREEMENT

As a valued exhibitor of the SCVS Annual Symposium, you now have the opportunity to request a block of hotel rooms for the SCVS Annual Symposium. Only exhibitors who have signed an exhibit agreement can request a block of rooms. Any room block of **four (4) or more rooms** will be required to sign this housing agreement.

The SCVS will require your Block Request Form and rooming list no later than **January 15, 2016**. Please submit your rooming list to the SCVS with the attached rooming list form. Reservations without individual names will be released on **January 22, 2016** without penalty. In addition, if your rooming list is not received by **January 15, 2016**, your entire room block will be cancelled.

The number of room nights remaining in your room block after **January 15, 2016** will be considered your Final Room Block. Any reservations without individual names will be dropped from your Final Room Block on January 22, 2016. The Bellagio Hotel will accept name and date changes, based on availability, until your arrival date. Should any changes made after January 15, 2016 (including cancellations) result in a reduction of overall room nights in your Final Room Block, the SCVS will charge your company for the attrition penalties, equal to the hotel's lost revenue from those reduced nights' room and tax at the conclusion of the Symposium.

On behalf of my company, I agree to these terms and conditions and acknowledge that changes and cancellations received after January 15, 2016, which result in a reduction of overall room nights in my company's Final Room Block, will result in a charge from the SCVS equal to the hotel's lost revenue from those reduced nights' room and tax.

Exhibiting Company:

Signature:

Contact Name:

Date: