



# SAGES 2023 Housing Form Exhibitor Request Form

10 or more rooms required. Forms are processed first come, first served.

**EMAIL COMPLETED FORM TO SAGES@connectionshousing.com**

## 1. CONTACT INFORMATION: Please PRINT clearly to avoid delays in processing

All Exhibitor room block correspondence will be sent to this individual unless otherwise indicated.

Contact Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

## 2. HOTEL INFORMATION: Rates listed are in Canadian dollars; to get the current exchange rate go to

<https://www.xe.com/currencyconverter/>

Choose your hotel in order of preference	Hotel	Rates listed are for single/double occupancy and do not include tax. (tax rate is subject to change). Additional Fees Apply for triple/quadruple occupancy
	DoubleTree by Hilton Montreal	CAD 279
	Le Centre Sheraton Montreal	CAD 252
	Le Westin Montreal	CAD 269

## 3. ROOM BLOCK REQUEST:

Please complete the grid, providing a night-by-night breakdown of the number of rooms required. Bed type is a request only and is based upon availability at the time of check in:

DAY	Sun	Mon	Tue	Wed	Thu	Fri	Sat
DATE	3/26	3/27	3/28	3/29	3/30	3/31	4/01
Kings							
Doubles							
<b>TOTAL</b>							

**A rooming list is due to Connections Housing by January 16, 2023. If a list is not provided by this date, rooms will be released into the general sale.**

Until January 16, 2023, the Group requesting the housing block may release up to 10% of the Total Room Nights booked without penalty. Should the actual rooms utilized (i.e., Total Room Nights booked less no shows and cancellations) be less than 90% of the Total Room Nights booked, the Group agrees to pay Connections Housing for the number of Sleeping Rooms not utilized up to 90% of the Total Room Nights booked.

The deadline for cancellations up to 10% (as specified above) is January 16, 2023. After this date, you will be held responsible for 100% of the total room nights booked, due and payable to Connections Housing within thirty (30) days of the conclusion of the conference. In the event the participating company cancels their entire room block, attrition penalties of room and tax per night for 100% of the entire block cancelled will be due and payable to Connections Housing within thirty (30) days of the cancellation. **This will be strictly enforced.**

Your initials & signature are required to indicate that you have read and agree to the Group Housing Terms & Conditions outlined above.

**Your initials & signature are required to indicate that you have read and agree to the Group Housing Terms & Conditions outlined above. \*\*You will be contacted by phone to provide a credit card for the room block. \*\***

\_\_\_\_\_ I have read and agree to ALL terms & conditions outlined in this agreement.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Should you have any questions, please contact SAGES@connectionshousing.com or call 725-242-8797