

# IFMA World Workplace 2016

## Hotel Sub-block Request Form

Please note all sub-blocks will be released by August 12, 2016 if not utilized.

PLEASE USE A SEPARATE FORM FOR EACH SUB BLOCK.

**Please note the following restrictions:**

- Rooms are assigned on a **first-come, first-served** basis and depends on availability of space.
- World Workplace has a set amount of hotel space.
- Sub blocks may only be set through IFMA at one of the designated hotels.
- **When e-mailing about your sub-block, please reference the hotel your sub-block is at**

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Group Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Credit Card is to -  hold rooms only  hold & pay for rooms

Preferred location of sub-block:

- [Marriot Marquis](#) (Headquarters hotel) \$243 Nightly - Standard Room Single or Double Occupancy
- [Manchester Grand Hyatt](#) \$247 Nightly - Standard Room Single or Double Occupancy
- [Hilton Bayfront](#) \$246 Nightly - Standard Room Single or Double Occupancy
- [Embassy Suites](#) \$243 Nightly - Standard Room Single or Double Occupancy
- [Omni](#) \$235 Nightly - Standard Room Single or Double Occupancy
- [Hilton Gaslamp](#) \$222 Nightly - Standard Room Single or Double Occupancy

**SUB BLOCK AMOUNT:**

Sunday, October 2, 2016: \_\_\_\_\_ Rooms

Monday, October 3, 2016: \_\_\_\_\_ Rooms

Tuesday, October 4, 2016: \_\_\_\_\_ Rooms

Wednesday, October 5, 2016: \_\_\_\_\_ Rooms

Thursday, October 6, 2016: \_\_\_\_\_ Rooms

Friday, October 7, 2016: \_\_\_\_\_ Rooms

Saturday, October 8, 2016: \_\_\_\_\_ Rooms

**ADDITIONAL SUB BLOCK REQUIREMENTS:**

Suites: \_\_\_\_\_ Dates: \_\_\_\_\_

Hospitality Suites: \_\_\_\_\_ Dates: \_\_\_\_\_

Upgraded Rooms: \_\_\_\_\_ Dates: \_\_\_\_\_

**RESERVATION PROCESS: (choose one)**

I will provide a rooming list with all reservations by August 12, 2016 (when submitting list please provide first & last name, check-in & check-out date, and any special requests (i.e. king room, double room, allergen free, etc.) for each guest)

Attendees will call the hotel directly to make their reservations (IFMA will provide instructions after form submittal)

**ADDITIONAL COMMENTS:**

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Please Return Sub-block Order Form to: Taylor Clark  
Tel: 281-974-5648; E-mail: [taylor.clark@ifma.org](mailto:taylor.clark@ifma.org)