



IFMA World Workplace 2018

Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **August 1, 2018** 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**

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:

- | | |
|------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Westin Charlotte (Headquarters hotel) | \$208 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Charlotte Marriott City Center | \$204 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Holiday Inn Charlotte-Center City | \$185 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Aloft Charlotte Uptown at the EpiCentre | \$192 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hilton Garden Inn Charlotte Uptown | \$185 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hyatt Place Charlotte City Center | \$199 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Courtyard Charlotte City Center | \$199 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hampton Inn Charlotte Uptown | \$185 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Omni Charlotte | \$198 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Embassy Suites Charlotte Uptown | \$195 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hyatt House Charlotte/Center City | \$179 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hampton Inn | \$185 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hilton Charlotte Center City | \$204 Nightly - Standard Room Single or Double Occupancy |

SUB BLOCK AMOUNT:

Sunday, September 30, 2018: _____ Rooms	Wednesday, October 3, 2018: _____ Rooms
Monday, October 1, 2018: _____ Rooms	Thursday, October 4, 2018: _____ Rooms
Tuesday, October 2, 2018: _____ Rooms	Friday, October 5, 2018: _____ Rooms
	Saturday, October 6, 2018: _____ 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 1, 2018 (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: