

Hotel Reservation Form

Celebration & Training Conference

September 2-4, 2010
Grand America • Salt Lake City, UT

INSTRUCTIONS

Reservations can be made in one of the following ways:

INTERNET:

www.doterra.com

TELEPHONE:

Toll free (US): 866-748-9563
International: 801-505-4607

FAX:

801-355-0250

MAIL:

The Housing Connection
175 South West Temple, Suite 140
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by phone, fax, mail or internet by **August 11, 2010** in order to guarantee convention rates.

CONFIRMATIONS

The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmations will be sent if an e-mail address is provided (preferred), or they can be faxed or mailed. If you do not receive a confirmation or have questions, please call The Housing Connection. **You will not receive a confirmation from the hotel.**

TAX RATE, FEES and REQUESTS

All rates are per room and are subject to 12.72% tax (subject to change). Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

CREDIT CARD REQUIRED TO SECURE RESERVATION:

Reservations will not be accepted without a Room Deposit in the form of a credit card guarantee for one night's room rental plus tax for each room reserved. Please provide a valid credit card with signature.

Hotel may charge credit card for the room deposit of first night's room and tax after the reservation deadline of August 11, 2010.

CANCELLATION POLICY

Cancellations after August 11, 2010 and prior to 72 hours before arrival date will be subject to a \$50 cancellation fee. One night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival.

GUEST INFORMATION

Arrival Date _____ **Departure Date** _____

First Name _____ M.I. _____ Last Name _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

Company _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code, Country _____

HOTEL SELECTION


Hotels	Preference*	Single	Double	Triple	Quad
Grand America Hotel & Towers		\$189.	\$189	\$209	\$229
Little America Hotel & Towers – Garden Rooms		\$109	\$109	\$124	\$139
Little America Hotel & Towers – Courtside Rooms		\$89	\$89	\$104	\$119

**Please number hotels in order of preference (1st, 2nd, 3rd, etc) above*

Room Type Requested: _____ One Bed _____ Two Beds

Submit only one room request per form. Should additional forms be needed, please make copies.

List all room occupants:

 Check here if you have a disability requiring special services

Special requests: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

- Visa Discover Diner's Club
 MasterCard American Express

Card Number _____ Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

*I hereby authorize The Housing Connection or any one of the participating hotels, to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than August 11, 2010.

One night's check deposit enclosed and made payable to The Housing Connection. Mail housing forms to: The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.