

2025 SIOP Annual Conference

EXHIBITOR HOUSING BLOCK REQUEST at the Hyatt Regency Denver

April 2 – 5, 2025

FORM INSTRUCTIONS

- This form is for exhibitors seeking guest rooms in the SIOP Annual Conference hotels.
- A maximum of ten (10) rooms can be held by each exhibiting organization.
- A limited number of rooms are available for exhibitor blocks on a first come, first served basis.
- Completed forms should be sent to Patty Kealy, ConferenceDirect (612-345-1411), at patty.kealy@conferencedirect.com no later than **December 20, 2024, based upon availability of rooms. Rooms will not be confirmed until the completion and approval of this form.**
- The SIOP Executive Director must approve all requests.
- A ***one-night, non-refundable*** room and tax charge will be applied for each reserved room at the time the reservation is made.
- The exhibitor will be responsible for making individual name assignments with confirmed arrival/departure dates no later than **Friday, February 7, 2025.**
- Rooms that have not been assigned to an individual by **February 7, 2025**, will be removed from the exhibitor block and sold to other attendees.
- Cancellations after **February 7, 2025**, will be subject to the full length of stay room and tax charges, unless there is a circumstance making it illegal or impossible to attend.

Contact Name _____ Title _____

Exhibitor Name _____ Booth # (if known) _____

Address _____ City _____

State _____ Postal Code _____

Phone _____ Email _____

To secure your guest room block, you will need to provide credit card details to the hotel.

By signing this form, you authorize the Hyatt Regency Denver to charge one night's room and tax deposit for each room held for your block. This one night's deposit is non-refundable, and you agree to all other terms listed in the request.

Signature _____ Date _____

Please indicate the type and number of rooms needed per night:

Date	Tues 4/1	Wed 4/2	Thurs 4/3	Fri 4/4	Sat 4/5	Sun 4/6
Single Occupancy						
Double Occupancy						