

PERSONAL SUITE REQUEST FORM

WSWA 76TH ANNUAL
CONVENTION & EXPOSITION

March 31 - April 3, 2019
Grande Lakes Orlando



This form is **INTERACTIVE**. You can type directly onto this form, **RENAME IT WITH YOUR LAST NAME**, save it and email it as an attachment to registrations@wswa.org. If returning by mail, please type, print clearly or attach a business card.

TERMS & CONDITIONS:

1. You must be registered for the WSWA Annual Convention & Exposition to request a personal suite. You may either complete your registration online or complete the appropriate registration form.
2. Personal suites are not to be used for product displays and meetings. Please complete a Traditional Suite Request for suites to be used for meetings/display purposes.
3. Personal suites are limited to the suite types indicated on page 2.
4. Hotel rooms must be reserved for the main convention dates of March 31 to April 3, 2019 (check-out date Wednesday, April 3, 2019). Penalty will be equivalent to the difference between the mandatory nights booked and the mandatory nights stayed at the booked room rate plus tax.
5. The Terms & Conditions signature box at the bottom of this page must be signed for this form to be processed.

RETURN THIS COMPLETED FORM WITH PAYMENT:

By mail to:

WSWA
Meetings & Conventions Department
805 15th Street, NW, Suite 1120
Washington, DC 20005

By email to:

registrations@wswa.org

Online Registration available at:

www.wswaconvention.org

PERSONAL SUITE REQUEST

FIRST NAME/LAST NAME *(Name of person staying in suite)*

TITLE

CONTACT FIRST NAME/LAST NAME *(if other than suite occupant)*

TITLE

OFFICE MAILING ADDRESS

CITY/STATE/ZIP

CONTACT WORK PHONE

CONTACT CELL PHONE

SUITE OCCUPANT EMAIL ADDRESS *(required to receive registration confirmation)*

EMAIL ADDRESS #2 *(to be used to receive cc of suite confirmation)*

TYPE OF SUITE *(See Personal Suite Layouts on page 2 of this form for suite diagram and description.)*

HOTEL PREFERENCE:

- JW Marriott Executive: **\$849** *(plus 12.5% tax)*
 The Ritz-Carlton Executive Suite: **\$1,049** *(plus 12.5% tax)*

ADA SPECIAL REQUESTS:

- AUDIO VISUAL MOBILE

Please check the appropriate date below.

NOTE: WSWA Governance Meetings are scheduled for Sunday, March 31 and the Convention & Exposition opens on Tuesday, May 1.

ARRIVAL DAY/DATE:

- Saturday, March 30 Sunday, March 31 Monday, April 1

Mandatory nights Sunday, March 31, Monday, April 1, Tuesday, April 2, Check-out April 3.

DEPARTURE DAY/DATE:

- Wednesday, April 3
 Other _____

Hotel confirmations will be sent from groupcampaigns@pkghlrss.com. We suggest you add this email address to your safe senders list to prevent your hotel confirmation from going into spam.

Hotel reservation changes must be made in writing. Please email Ryann Squier, WSWA Manager, Meetings and Conventions, ryann@wswa.org

Hotel reservation changes may also be made via the link provided in your Grande Lakes Orlando hotel confirmation

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS SET FORTH ON THIS FORM

Signature: _____ Date: _____

FOR OFFICE USE ONLY

REG ID #: _____ DATE REC'D: _____ CHECK #: _____ WRITTEN CANCELLATION: _____ DATE REC'D: _____ CHECK #: _____ AMNT RTRN'D: _____

JW MARRIOTT EXECUTIVE SUITE

\$849 per day



840 square feet. Featuring lake front views, one full bathroom, a private master bedroom with one king bed featuring the luxurious Revive Bedding and a pull out sofa bed in the separate living room, separated from the bedroom by french doors.

THE RITZ-CARLTON EXECUTIVE SUITE

\$1,049 per day



960 square feet. Two private balconies with lake front views, one king or two double beds, separate parlor (living room), 1 ½ bathrooms, 32" HD LCDTV in the bedroom, 65" HD LCD TV in the living room, honor bar and sink in parlor area.

HOTEL ROOM DEPOSIT

THIS SECTION MUST BE COMPLETED FOR YOUR FORM TO BE PROCESSED.

NOTE: Suite requests cannot be processed without the necessary credit card information and signature. WSWA will forward your credit card information to the hotel once your suite has been assigned.

PLEASE INDICATE PAYMENT METHOD*:

** a 3% processing fee will be added to all credit card transactions*

- A CHECK IN THE AMOUNT OF \$ _____, MADE PAYABLE TO GRANDE LAKES ORLANDO, IS ENCLOSED.
- GRANDE LAKES ORLANDO IS AUTHORIZED TO CHARGE \$ _____ TO MY VISA MASTERCARD AMERICAN EXPRESS DISCOVER
- CHECK HERE IF CREDIT CARD BILLING ADDRESS IS SAME AS PROVIDED ON PAGE 1

CREDIT CARD #	EXPIRATION DATE	CIV NUMBER
CARDHOLDERS NAME	ADDRESS ASSOCIATED WITH CREDIT CARD	
CARDHOLDERS SIGNATURE	CITY / STATE / ZIP / COUNTRY	

QUESTIONS

CALL:
202-371-5682

EMAIL:
registrations@wswa.org

WEBSITE:
www.wswaconvention.org