

2018 EDGE CONFERENCE
**ROOM BLOCK REQUEST/
 CREDIT CARD AUTHORIZATION FORM**
 Gaylord Opryland Resort And Convention Center



Contact Name: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

| DATE | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| "Traditional" \$209/209/229/249 Sgl/dbl/trpl/quad guests | | | | | | | | | |
| "Premium Atrium" \$259/259/279/299 Sgl/dbl/trpl/quad guests | | | | | | | | | |

Company may not hold more than (10) rooms without prior authorization

**Please note how many of each type of room you would like to hold per night in the grid above.
 All rooms are subject to 15.25% tax plus \$2.50 per night city tax.*

BILLING on rooms will be: (PLEASE SELECT ALL THAT APPLIES)

- Guest will pay balance at check in. NOTE: If guest no shows or cancels within 72 hours the amount of 1 nts room and tax will be charged to card provided.
- Room, tax, and resort fee only to credit card, all other charges to be paid by guest. Balance will be charged 10 days prior to arrival.

Include parking in billing. Select one:

- Self Parking \$29
- Valet Parking \$38
- Either Parking

- Will send check for all rooms due 10 days prior to check in, all other charges to be paid by guest. Must have credit card to hold rooms, card will not be charged if check is received.
- All charges to credit card including incidentals.

Company Name: _____ Email: _____

Card Number: _____ Expires: _____

Signature: _____ Date: _____

By signing this form you acknowledge and accept the conditions of this Sub-Block Authorization.

TAX EXEMPT MUST BE FEDERAL FORM # 501-C3 or TENNESSEE TAX EXEMPT FORM

In order to comply with government policies the Hotel must receive a copy from one of the above mentioned forms and payment must be from the tax exempt organization (PLEASE INCLUDE COPY OF CREDIT CARD USED) for more information please see www.tennessee.gov.

I will require a complete rooming list no later than 08/01/18. Any unused rooms will return to general availability. Rooming lists may be emailed to me, however the form with credit card information MUST be faxed. Room sare not held until you receive a confirmation email from me. If none is received within 3 days please contact me. Please do not hesitate to contact me if you have any questions.

Group Housing Manager | Phone: 615-458-2555 | Fax: 615-458-2595 *secure* | Email: lhejazi@gaylordhotels.com

****Gaylord Confidential & Proprietary Information****

This form will only be accepted via FAX. Rooms are not held until I send confirmation email.