



HOUSING REQUEST FORM

Juice Plus+® Fall 2017 Conference · October 19-21 · Indianapolis, IN

Travelennium: 800-807-0761

Register online at www.travelennium.com or fax this form to 866-617-9595.

1. GUEST INFORMATION

Club Member status at the Anaheim 2017 Conference (circle if applicable): 50 75 100
Club Members will receive priority if submitted by 5/5/17

First Name: _____ Last Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Hotel confirmation will be sent via email by 6/30/17.

2. ARRIVAL & DEPARTURE DATE

Please (X) your arrival and departure day below.

	MON 10/16	TUES 10/17	WED 10/18	THURS 10/19	FRI 10/20	SAT 10/21	SUN 10/22
ARRIVE (X)							
DEPART (X)							

3. ROOM TYPE

Number of beds requested (please circle): 1 2 No preference

Disability requiring special services (list requirements): _____

Special Requests: _____

4. HOTEL SELECTION

Rank only the hotels you wish to have considered in the processing of your reservation.

____ JW Marriott

____ Springhill Suites

____ Indianapolis Marriott Downtown

____ Fairfield Inn

____ Courtyard by Marriott

5. METHOD OF PAYMENT

This card will be used to process any deposit or cancellation fees (see #6 at right for details).

Credit Card Type (circle one): VISA MC AMEX DISCOVER

CC #: - - -

Exp. Date: ____ / ____ (Expiration date must be valid through 11/2017)

6. RESERVATION AND CANCELLATION POLICY (Only 1 reservation per person)

- Travelennium will accept reservations, changes and cancellations from 4/20/17-9/13/17.
- (Only effective if entire reservation is cancelled. Does not apply to waitlist and changes.)
4/20/17-7/14/17 = No cancellation fee
7/15/17-8/11/17 = \$50 cancellation fee
8/12/17-8/31/17 = \$100 cancellation fee
9/1/17-9/13/17 = \$200 cancellation fee
- Cancellation and change requests prior to 9/13/17 must be made in writing to Travelennium either via email (mgareiss@travelennium.com) or fax (866-617-9595). You will receive a confirmation email that your reservation has been cancelled or changed. If you do not receive this email, it is your responsibility to contact Travelennium.
- 9/14/17 = Rooming lists will be submitted to the hotels. A nonrefundable deposit of one night room and tax will be charged by the hotel using the credit card provided on the housing form.
- 9/14/17-9/30/17 = NO changes or cancellations allowed as hotels are inputting rooming lists.
- 10/1/17 = First date the hotel will accept changes, cancellations or name changes (transfers) to your reservation. New reservations must now be made directly with the hotel and will be accepted on a space available basis at the hotel's prevailing rates.
- Cancellations made from 9/14/17 to 72 hours PRIOR to your arrival date will forfeit the nonrefundable one night room and tax deposit.
- Cancellations made inside of 72 hours of your arrival date will incur an additional charge of one night room and tax (2 nights total). This includes early departures and no shows.
- Date Change information: Date changes can be made at any time (based on availability). As long as your date change is at least 72 hours prior to your arrival date, there is no fee.
- Transfer information: Your non-refundable deposit will be applied to the transferred reservation. It is your responsibility to collect any deposits from the person to whom you are transferring the reservation. A credit card of the person the room is being transferred to must be given to the hotel to ensure the transfer is complete. This card will be charged for room nights, early departures or no shows.
- Prior to any reservation being processed, any outstanding fees or nonrefundable deposits from previous conference hotel reservations due to cancellations or declined credit cards must first be paid in full. Reservations are processed in order of receipt and are fulfilled on a space available basis (based on your requested arrival/departure dates and room type).

SIGNATURE (REQUIRED TO PROCESS)

Signature: _____

Today's Date: _____

By signing this form, I acknowledge that I have read and agree to the terms listed on this form. I also agree that the credit card provided is valid and I authorize this card to be used for any non-refundable deposits and cancellation fees that are applicable to me, based on the policies stated on this form.