



IFMA World Workplace 2024

Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **August 1, 2024** All Rooms must be guaranteed.
PLEASE USE A SEPARATE FORM FOR EACH SUB BLOCK.

Please note the following restrictions:

- Rooms are assigned on a first-come, first-served basis and depends on availability of space.
- World Workplace has a set amount of hotel space. No extensions will be available.
- Sub blocks may only be set through IFMA at one of the designated hotels.
- **When e-mailing about your sub-block, please reference the hotel your sub-block is at**

Group Name: _____

Contact Person Name: _____ Contact Phone Number: _____

Contact E-mail Address: _____

Credit Card Number: _____ Expiration: _____

Credit Card is to - hold rooms only hold & pay for rooms

*** SOME HOTELS MAY REQUIRE A SEPARATE FORM OR ONLINE SUBMISSION OF CREDIT CARD GUARANTEES**

PREFERRED LOCATION OF SUB-BLOCK:

- | | |
|--|--|
| <input type="checkbox"/> Grand Hyatt San Antonio | \$274 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Marriott Riverwalk | \$270 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Marriott Rivercenter | \$270 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Courtyard by Marriott | \$230 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hilton Palacio Del Rio | \$242 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Laquinta Inn & Suites Riverwalk | \$219 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Sonesta ES Suites Downtown | \$214 Nightly - Standard Room Single or Double Occupancy |

SUB BLOCK AMOUNT:

Sunday, October 6: _____ Rooms	Wednesday October 9: _____ Rooms
Monday, October 7: _____ Rooms	Thursday October 10: _____ Rooms
Tuesday, October 8: _____ Rooms	Friday, October 11: _____ Rooms
	Saturday, October 12: _____ Rooms

ADDITIONAL SUB BLOCK REQUIREMENTS:

- | | |
|---|---|
| <input type="checkbox"/> Suites: _____ Dates: _____ | <input type="checkbox"/> Hospitality Suites: _____ Dates: _____ |
| <input type="checkbox"/> Upgraded Rooms: _____ Dates: _____ | <input type="checkbox"/> Meeting Space: _____ Dates: _____ |

RESERVATION PROCESS: (choose one)

- I will provide a rooming list with all reservations by August 1, 2024 (when submitting list please provide first & last name, check-in & check-out date, and any special requests (i.e. king room, double room, allergen free, etc.) for each guest. REQUESTS ARE SUBJECT TO HOTEL AVAILABILITY AT THE TIME OF CHECK-IN
- Attendees will call the hotel directly to make their reservations (IFMA will provide instructions after form submittal)

Additional Comments:

Please Return Sub-block Order Form to: **Barry Brantley**
 E-mail: BBrantley@HelmsBriscoe.com
 Toll free Number 877-328-6038
 Cell Phone 504-782-0417