



# IFMA World Workplace 2019

## Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **August 1, 2019** 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"/> Sheraton Grand Phoenix                  | \$239 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hyatt Regency Phoenix                   | \$242 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Westin Phoenix Downtown                 | \$245 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hampton Inn and Suites Downtown Phoenix | \$179 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Renaissance Phoenix Downtown            | \$239 Nightly - Standard Room Single or Double Occupancy |
| <input type="checkbox"/> Hilton Garden Inn                       | \$229 - Standard Room Single or Double Occupancy         |
| <input type="checkbox"/> Marriott Courtyard                      | \$229 - Standard Room Single or Double Occupancy         |

### SUB BLOCK AMOUNT:

Sunday, October 13, 2019: _____ Rooms	Wednesday, October 16, 2019: _____ Rooms
Monday, October 14, 2019: _____ Rooms	Thursday, October 17, 2019: _____ Rooms
Tuesday, October 15, 2019: _____ Rooms	Friday, October 18, 2019: _____ Rooms
	Saturday, October 19, 2019: _____ 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, 2019 (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](mailto:BBrantley@HelmsBriscoe.com)  
 Toll free Number 877-328-6038  
 Cell Phone 504-782-0417