



IFMA World Workplace 2020

Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **August 1, 2020** 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:

- Marriott Marquis Chicago \$262 Nightly - Standard Room Single or Double Occupancy
- McCormick Place \$270 Nightly - Standard Room Single or Double Occupancy

SUB BLOCK AMOUNT:

Sunday, September 27, 2020: _____ Rooms	Wednesday September 30, 2020: _____ Rooms
Monday, September 28, 2020: _____ Rooms	Thursday, October 1, 2020: _____ Rooms
Tuesday, September 29, 2020: _____ Rooms	Friday, October 2, 2020: _____ Rooms
	Saturday, October 3, 2020: _____ Rooms

ADDITIONAL SUB BLOCK REQUIREMENTS:

- Suites: _____ Dates: _____ Hospitality Suites: _____ Dates: _____
- Upgraded Rooms: _____ Dates: _____ Meeting Space: _____ Dates: _____

RESERVATION PROCESS: (choose one)

- I will provide a rooming list with all reservations by August 1, 2020 (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