



## Information for Hotel Reservations

TGCA has negotiated discounted hotel rates for TGCA attendees. Using the links below, you can review the hotel options, make real-time reservations through our secure hotel booking website, or contact our housing provider by phone or email.

You must make your hotel reservation through Orchid Events. Hotel reservations are taken on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

### Deadline

All reservations must be received by as early as **May 24, 2024**, to guarantee availability and conference rates. After this date, reservations will be made based on availability and hotels may charge higher rates.

### Ways to Book Hotel Reservations

**Online:** [Click Here https://book.passkey.com/go/2024TGCA TX](https://book.passkey.com/go/2024TGCA TX) (for new reservation OR to modify or cancel an existing hotel reservation)

**Telephone:** Agents available 7:00 a.m. to 5:00 p.m. Mountain Standard Time, Monday through Friday  
Toll-free (US): 877-505-0676  
International: +1-801-505-4614

### Deposit

All reservation requests must be accompanied by a credit card guarantee for deposit of one night's room and tax for each room reserved. Your credit card **WILL NOT BE CHARGED** during this initial stage and will be held as a GUARANTEE only.

### Acknowledgments

Orchid Events will send reservation acknowledgements within 24 hours via email if booked online or by telephone. If you do not receive your acknowledgement in this time frame, contact Orchid Events. **You will not receive written confirmation from the hotel.**

### Tax Exemption

All rates are subject to taxes and fees and are subject to change. If you are state tax exempt, you must bring the proper paperwork with you and present it to the hotel at check-in.

### Cancellations & Changes

Reservations cancelled after **May 20, 2024**, will be subject to a \$25 cancellation fee for each room cancelled charged by Orchid Events. A deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date charged by the Hotel.

Through **June 19, 2024**, changes and cancellations can be made online or by contacting Orchid Events via e-mail at [help@orchid.events](mailto:help@orchid.events). After June 19, 2024, contact your hotel to make changes and/or cancellations.

### Questions or Special Requests?

For questions or special requests, please contact Orchid Events at 877-505-0676 or e-mail to [help@orchid.events](mailto:help@orchid.events). Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.