

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, fax or email.

You must make your hotel reservation through Orchid Event Solutions. 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 **June 27, 2016**, to guarantee availability and discounted room rates. After this date, reservations will be made based on availability and hotels may charge higher rates.

Ways to Book Hotel Reservations

Online: Use the on-line link located above.

Deposit

All reservation requests must be accompanied by a credit card guarantee or check equaling the amount of one night's room and tax for each room reserved.

Acknowledgments

Orchid Event Solutions will send reservation acknowledgements within 24 hours via email if booked online or by telephone; fax and mail acknowledgements will be sent within 72 hours of receipt. If you do not receive your acknowledgement in this time frame, contact Orchid Event Solutions. **You will not receive a written confirmation from the hotel.**

Cancellations/Changes/Refunds

Reservations cancelled after **June 27, 2016** will be subject to a \$25 cancellation fee for each room cancelled charged by Orchid Event Solutions. Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.

Through July 5, 2016 send requests for changes and cancellations in writing to Orchid Event Solutions via e-mail (help@orchideventsolutions.com) or fax to 801-355-0250. After July 5, 2016, contact hotels directly to make changes and cancellations.

Questions or Special Requests?

For questions or special requests, please contact Orchid Event Solutions at 801-505-4605 between 7:00 a.m. and 6:00 p.m. Mountain Standard Time, Monday through Friday or e-mail questions, cancellations, or changes to your reservation to help@orchideventsolutions.com.

Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.