



Solution Tree PLC Institute 2024 School District Sub-Block Request Form

Forms are processed first come, first serve.

Deadline: **May 31, 2024** or when rooms are sold out.

EMAIL COMPLETED FORM TO Renee Wade at

renee.wade@westin.com

Westin Charlotte HOTEL CONTACT INFO:

The Westin:

601 South College Street, Charlotte NC 28202
Phone: (704) 335-2114

<https://book.passkey.com/go/SolutionTreePLC2024>

SUB-BLOCK REQUEST INSTRUCTIONS:

1. For individual reservations and reservations for less than 10 rooms, you may use the link above or call into central reservations at 1(866) 837-4148.

2. **Groups booking 10 or more rooms will be required to provide full pre-payment and a rooming list to the hotel by May 31, 2024. If rooming list AND payment in full is not received by May 31, 2024, your guest rooms will be released to Solution Tree block for general sale.**

3. Complete this form and email to renee.wade@westin.com. Only fully completed and signed forms will be processed.

4. Establish a Method of Payment. Payments by Credit Card/Check/ACH Transfer are due by **May 31, 2024**.

5. Complete rooming list in the excel template sent by Renee Wade.

6. All deposits will be applied for the full length of stay on **May 31, 2024**. The deposit will be non-refundable after that time.

CONTACT INFORMATION: Please PRINT clearly to avoid delays in processing.

All Exhibitor room block correspondence will be sent to this individual unless otherwise indicated.

Contact Name _____

Company _____

Address _____

City _____ State_Zip _____ Country _____

Phone _____ Cell _____

E-mail address _____

ROOM RATE

\$225/night single/double (15.25% tax)

Requested rooms are subject to approval

DAY	Sun	Mon	Tue
DATE	7/14	7/15	7/16
Run of House			

This payment method will be applied to ALL ROOMS IN THE BLOCK. Please indicate if payment is for Room/Tax only or ALL charges (room/tax/incidentals)

- All night's room and tax only - guests will provide credit card for incidentals at check-in.
- ALL attendee charges including room, tax and incidentals.

ROOM BLOCK PAYMENT METHOD: Check one box only.

- Credit Card—Deposit will be charged in full on 5/31/2024
- Check/ACH—must be received by hotel by 05/31/2024

All deposits will be non-refundable after May 31, 2024.

By signing the Policy Acceptance, I acknowledge that I have read, understand, and agree to comply with the policies set forth in this agreement.

Policy Acceptance Signature _____