



Ancient Egyptian Arabic Order
Nobles Mystic Shrine
of
North and South America and Its Jurisdictions, Inc.

124th Imperial Council Session, A.E.A.O.N.M.S., Inc. 106th Imperial Court Session

REGISTRATION AND HOUSING FORM GUIDELINES

Please read the following carefully. There are separate forms & instructions for the Registration Form and the Housing Form. There is also information regarding **YOUTH GROUP SUB-BLOCKS**. If these guidelines are not followed, your information cannot be processed.

1. **CONVENTION REGISTRATION FORM** – Credit cards, checks and money orders will be accepted for convention registration. **Personal checks will not be accepted after May 31, 2017**. Requests for registration refunds must be received in writing along with the registration badge by the Imperial Convention Department before June 30, 2017.
2. **Note:** A credit card is preferred to guarantee your hotel room. **Personal checks will not be accepted**. The credit card must have an expiration date of August 2017 or later. If you must secure your hotel with a money order or cashier's check you will need to send separate payment for your hotel (1 check for your registration & 1 money order or cashier's check for housing). The money order or cashier's check needs to be in the amount of \$155.00 and paid to Visit KC. If you send in one form of payment for both or if your credit card expiration is prior to August 2017 your information will not be processed. **Your housing will not be processed if you send a personal check.**
3. **Make Check for Registration payable to: AEAONMS**

HOTEL RESERVATIONS ARE MADE ON A FIRST COME FIRST SERVE BASIS. THE QUICKEST WAY TO CONFIRM A ROOM IS BY BOOKING ONLINE AFTER YOU HAVE REGISTERED. THE HOUSING LINK WILL BE POSTED AT THE END OF THE REGISTRATION PROCESS.

4. **CONVENTION HOUSING FORM** – Room type preferences and special requests can't be guaranteed. Hotel reservations can be guaranteed using a credit card (valid through August 31, 2017 or later) or a cashier's check or money order. No purchase orders, cash or personal checks will be accepted. If paying by cashier's check or money order please make your payment payable in the amount of \$155.00 to:

Make payment for Housing Payable to: Visit KC

**Mail Both Housing and Registration forms together to: Imperial Convention Department
2239 Democrat Road
Memphis, TN 38132**

Note: Housing forms will not be processed without registration form.

5. Please note: The amount of \$155.00 covers the highest rated hotel rate plus tax. If your hotel is less than this fee the additional amount will be credited to your stay. Note that tax is subject to change. Payment or a valid credit card must be sent with the form or your reservation will not be processed.
6. You cannot make multiple room reservations under one name. Use one form for each room requested. List all occupants in each room on each form. .
7. **DEADLINE:** The deadline for booking your hotel reservation is June 30, 2017. The Housing Bureau cannot guarantee rates and availability at the convention hotels after July 19, 2017. After this date, the official conference room blocks will be released and hotels may charge a higher rate. **NOTE:** Changes and cancellations must be emailed by July 26, 2017. The email address is housing@ihs-housingteam.com. Reservation changes or cancellations will not be accepted via telephone. After July 26, 2017, direct all changes to the designated hotel.
8. **CANCELLATIONS:** Cancellations can be made without penalty through **June 30, 2017**. For cancellations made after July 19, 2017 a \$25 processing fee will be charged. For any guest that uses a cashier's check or money order and then cancels their reservation after June 30, 2017, \$25 will be deducted from the original amount that will be sent back. This is in addition to any other cancellation policies. Refunds will be sent out after the event. Cancellations within 72 hours of arrival are subject to forfeiture of first night's room and tax, charged by the hotel.

9. **ROOM ACKNOWLEDGEMENTS:** Upon completion of your reservation requests, you will receive an acknowledgement via email, fax or mail only after your registration has been confirmed internally. You will not receive a confirmation from the hotel.
10. **YOUTH GROUP SUB-BLOCKS:** The Sheraton Crown Center is the Youth Group headquarter hotel. If you are requesting a sub-block of more than 9 rooms please attach a separate list with the housing form. The rooming list must include the following information for each reservation:
 - Names – including parties sharing each room
 - Arrival & departure dates
 - Room type preference – King (one bedded) or Double/Double (two bedded)
 - Credit card for guarantee or payment
 - Any other special requests (Handicap accessible, near elevator, etc.)

If you have any questions about the hotel reservation process or changes, you may contact the Housing Bureau via email at housing@ihs-housingteam.com

A.E.A.O.N.M.S. Hotels & Room Rates

Hotel	Address	Single	Double	Triple	Quad	1 Bdrm Suite	2 Bdrm Suite
Marriott Downtown – Nobles HQ	200 W 12 th St., Kansas City, MO 64105	\$130	\$130	\$140	\$150	\$260	N/A
Westin Crown Center – Daughters HQ	One E. Pershing Road, Kansas City, MO 64108	\$129	\$129	\$139	\$149	Starts at \$229	Starts at \$358
Sheraton Crown Center – Youth HQ	2345 McGee St., Kansas City, MO 64108	\$129	\$129	\$129	\$129	Starts at \$229	Starts at \$358
Aladdin Holiday Inn	1215 Wyandotte St., Kansas City, MO 64105	\$125	\$125	\$125	\$125	N/A	N/A
Crowne Plaza	1301 Wyandotte St., Kansas City, MO 64105	\$127	\$127	\$127	\$127	Starts at \$167	N/A
Hotel Phillips	106 W 12 th St., Kansas City MO 64105	\$129	\$129	\$129	\$129	N/A	N/A

Suites are based on availability.

Current tax rate is 16.85% plus 1.75 city fee per day, and is subject to change without prior notice.