



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

127th Imperial Council Session, A.E.A.O.N.M.S., Inc. 109th 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 29, 2020.** Requests for registration refunds must be received in writing along with the registration badge by the Imperial Convention Department before June 20, 2020. Refund requests WILL NOT be accepted after June 21, 2020, and will not be refunded.
2. **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 IS POSTED AT THE END OF THE REGISTRATION PROCESS.

1. **CONVENTION HOUSING FORM** – Hotel reservations can be guaranteed using a credit card (valid through August 31, 2020 or later) cashier's check or money order. Room type preferences and special requests cannot be guaranteed. No purchase orders, cash or personal checks will be accepted. If you must secure your hotel with a money order or cashier's check, please send separate payments for hotel (1 check for your registration & 1 money order or cashier's check for housing). Make your payment to include room rate plus 16.9% tax plus \$5.00 Georgia hotel fee. Ex: For 1 KING/QUEEN calculate $(\$139.00 \times 1.169) = 23.49$ (tax amount). Add the tax to the fee $139 + 23.49 + 5.00$ (Georgia hotel fee) = 167.49 for up to 2 guests. \$190.87 for 3-4 guests. All payments should be made to:

AEAONMS

**Mail 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.

2. Additional payments will be credited to your stay. Tax is subject to change.
3. You cannot make multiple room reservations under one name. Use one form for each room requested and list all occupants.
4. **DEADLINE:** The deadline for booking your hotel reservation is **June 26, 2020**. Rates and availability cannot be guaranteed after July 14, 2020. 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 14, 2020 to aeaonms.convention@aeaonms.org. Questions about housing will not be answered via telephone.
5. **CANCELLATIONS:** Cancellations for housing can be made without penalty through **June 20, 2020**. For cancellations made after June 26, 2020 a \$25 processing fee will be charged. Guest that uses a cashier's check or money order and cancel their reservation after June 26, 2020, \$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.
6. **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.

7. **YOUTH GROUP SUB-BLOCKS:** 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:

- First & Last Names – including parties sharing each room
- Arrival & departure dates
- Room type preference – King/Queen (1 bed with 1-2 guests total); Double/Double (2 beds with 2-4 guests total)
- Credit card for guarantee of 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 aeonms.convention@aeonms.org.

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

Hotel	Address	King/Queen	Double/Double	Triple	Quad	1 Bdrm Suite	2 Bdrm Suite
Atlanta Marriott Marquis	265 Peachtree Center Ave Atlanta, GA 30303	\$139	\$139	\$149	\$159	\$240	\$369
Hyatt Regency Atlanta	265 Peachtree Street NE Atlanta, GA 30303	\$139	\$139	\$159	\$159	\$339	\$478
Hilton Atlanta	255 Peachtree Street NE Atlanta, GA	\$139	\$139	\$139	\$139	\$240	\$375

Suites are based on availability.

Current tax rate is 16.9% + \$5.00 Georgia Hotel Fee is subject to change without prior notice.