



**130th Imperial Council Session, A.E.A.O.N.M.S., Inc.
112th Imperial Court Session**

**GUIDELINES
for
CONVENTION REGISTRATION & HOUSING**

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, Cashier's checks and Money Orders will be accepted for convention registration. **Personal checks will not be accepted.**
2. **REGISTRATION CANCELLATION AND REFUND REQUESTS** - Requests for registration refunds must be received in writing along with the registration badge by the Imperial Convention Department before June 30, 2023
3. **CONVENTION HOUSING FORM** – Hotel reservations can be guaranteed using a credit card (must have an expiration date of September 1, 2023 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 payable in the amount of \$200.00* to: Orchid Events.
 - a. The deposit amount of \$200 will be applied to your hotel folio. Tax is subject to change.
 - b. You cannot make multiple room reservations under one name. Please use one form for each room requested and list all occupants.
 - c. **DEADLINE:** The deadline for booking your hotel reservation is **June 30, 2023**. Rates and availability cannot be guaranteed on or after June 30, 2023. 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 June 30, 2023 to help@orchid.com. Questions about housing will not be answered via telephone.
 - d. **CANCELLATIONS:** Cancellations for housing can be made without penalty through **June 30, 2023**. For cancellations made after June 30, 2023 and prior to 72 hours prior to arrival date will be charged a \$50.00 cancellations fee. After July 18, 2023, cancellations must be directed to your assigned hotel. Refunds will be processed and 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.
 - e. **ROOM ACKNOWLEDGEMENTS:** Upon completion of your reservation requests, you will receive an acknowledgement via email only after your registration has been confirmed internally. You will not receive a confirmation from the hotel.

- f. **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**
- g. **SUITES:** If you are interested in booking a hotel suite, please email help@orchid.events. There is a VERY limited number of available suites for attendees.
- h. **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:
- Names – including each party occupying each room
 - Arrival & departure dates
 - Room type preference – King (*one bed*) or Double/Double (*two bedded*)
 - Credit card for guarantee of payment
 - Any other special requests (*Handicap accessible, near elevator, etc.*)

Make Money Order or Cashier's Check for Convention Registration made payable to: AEAONMS
Make Money Order or Cashier's Check for Housing Reservation made payable to: Orchid Events

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