

GROUP HOUSING FORM

2018 Rotary International Convention
Toronto, Ontario, Canada
23-27 June 2018



OFFICIAL GUIDELINES

Rotary International (RI) thanks you for your support of the 2018 Toronto convention. RI is under contract with the hotels in the host city to fill a minimum number of rooms. If the minimum is not met, RI may incur penalties. To protect RI from incurring penalties, and to ensure that all groups are holding a realistic number of rooms, RI requires groups to commit to their room block by prepaying the first and last night's room and tax for each room reserved. Please refer to your invoice for full details, which may vary per hotel.

Groups requiring 15 or more rooms must comply with the timeline below in order to secure rooms via the official room block. Should your room block fall below 15 rooms at any time after the initial request, the group will no longer qualify to hold a block of rooms. Rooms being held will be released into general sale and the group will then need to book reservations individually.

Only fully completed materials returned by the established deadlines will be accepted.

Before 8 September 2017: Group Housing Forms accepted

- Group Housing Forms and electronic submissions will be processed on a first-come, first-served basis by Rotary's official housing provider, Experient. Requests received after 8 September 2017 will be reviewed and subject to availability. Group requests will not be honored over the phone.
- After submission, you will receive an email notification with a summary of your request with a notation that you will be contacted within 10 business days to confirm your block of rooms. Once confirmed, you will receive an additional notification to guarantee and accept your room block assignment. Please pay special attention to the RETURN DUE DATE. You will have 5 business days to accept and guarantee your block via the website or the offer will be canceled.
- After Group has submitted acceptance and guaranteed the block of rooms, an Experient group coordinator will contact the designated group representative to provide guidance regarding upcoming deadlines.
- The hotel where group rooms are assigned may also send a document regarding the hotel's policies for the group representative to sign.

2 October 2017: Block Review and Adjustments deadline

- Group room blocks may be reduced and/or adjusted without penalty until 2 October 2017. After this date, any rooms released from your block up to the payment deadline of 4 December will incur a \$150 USD per room penalty.

4 December 2017: Deposit deadline

- An invoice for the amount due will be sent by Experient approximately three weeks before this date. The prepayment of first and last nights' room and tax is payable by wire transfer or cashier's check in CAD Dollar to the hotel where rooms are assigned. This payment should be sent directly to the hotel with a copy to the designated group coordinator at Experient. Please allow adequate time for your wire transfer to arrive at the hotel by 4 December. Please note, any fees associated with the wire transfer are the sole responsibility of the group.
- Failure to submit prepayment of first and last nights' room and tax by 4 December 2017 and to copy the designated Experient group coordinator will result in cancellation of the rooms and incur the \$150 USD per room penalty for which prepayment was not sent.
- Any room cancellations after 4 December 2017 will result in forfeiture of prepayment. Cancellations should be made through the group coordinator at Experient. The assigned hotel will retain the prepayment as a cancellation fee.
- If any additional rooms are requested after the payment deadline, your group will be invoiced for the additional rooms requested to provide payment to the hotel directly with a copy to the designated group coordinator at Experient.

28 February 2018: All names required

- This is the last day to provide names for all rooms reserved. Any rooms held that are left unassigned will be canceled and the deposit will be forfeited as a fee retained by the hotel. Groups may continue to make name changes to reservations through 10 May 2018, but all rooms must have an assigned name by the 28 February deadline.

Please refer to your hotel's individual deadline to know when group representatives should begin working directly with the hotel for any changes or requests.

Please direct all housing-related inquiries to:

Experient
Rotary Group Coordinator
One Overlook Point
Suite 600
Lincolnshire, IL 60069
USA
Email: rotarygroups@experient-inc.com
Fax: +1-847-996-5401

Experient use only:

Received: _____

Agent: _____

Hotel: _____

Offer: _____

Acc: _____

Deposits: _____

Rooms: _____ ID: _____

Total paid: _____

GROUP HOUSING FORM

2018 Rotary International Convention
Toronto, Ontario, Canada
23-27 June 2018



TORONTO GROUP ACCOMMODATIONS

Rotary International may continue to add hotels to the official room block as necessary to accommodate demand. For the most up-to-date rates and map locations, please consult the Experient housing website at <https://registration.experientevent.com/showrot181>.

	Hotel Name	Single/Double Occupancy Rates for Standard Rooms
1	Bond Place Hotel*	CAD 179.80
2	Chelsea Hotel Toronto	CAD 230.84
3	Courtyard Marriott Toronto Downtown	CAD 269.12
4	◆ Crowne Plaza Hotel Toronto Airport*	CAD 155.94
5	Delta Toronto	CAD 319.00
6	◆ Fairfield Inn & Suites Toronto Airport*	CAD 152.00
7	Fairmont Royal York*	CAD 335.26
8	◆ Hilton Garden Inn Toronto Airport*	CAD 185.32
9	Hilton Toronto	CAD 293.48
10	Holiday Inn Toronto Downtown Centre	CAD 219.97
11	Hyatt Regency Toronto*	CAD 266.53
12	InterContinental Toronto Centre	CAD 313.20
13	□ InterContinental Toronto Yorkville*	CAD 312.04
14	◆ International Plaza Hotel & Conference Centre*	CAD 214.60
15	Novotel Toronto Centre*	CAD 237.80
16	Omni King Edward*	CAD 277.24
17	One King West Hotel & Residence	CAD 294.93
18	◆ Quality Suites Toronto Airport*	CAD 140.36
19	Radisson Admiral Hotel Toronto Harborfront*	CAD 261.00
20	◆ Radisson Suite Hotel Toronto Airport*	CAD 208.80
21	Renaissance Toronto Downtown Hotel*	CAD 295.80
22	Residence Inn Toronto Downtown*	CAD 296.96
23	Ritz-Carlton Toronto*	CAD 446.63
24	Sheraton Centre Toronto*	CAD 309.72

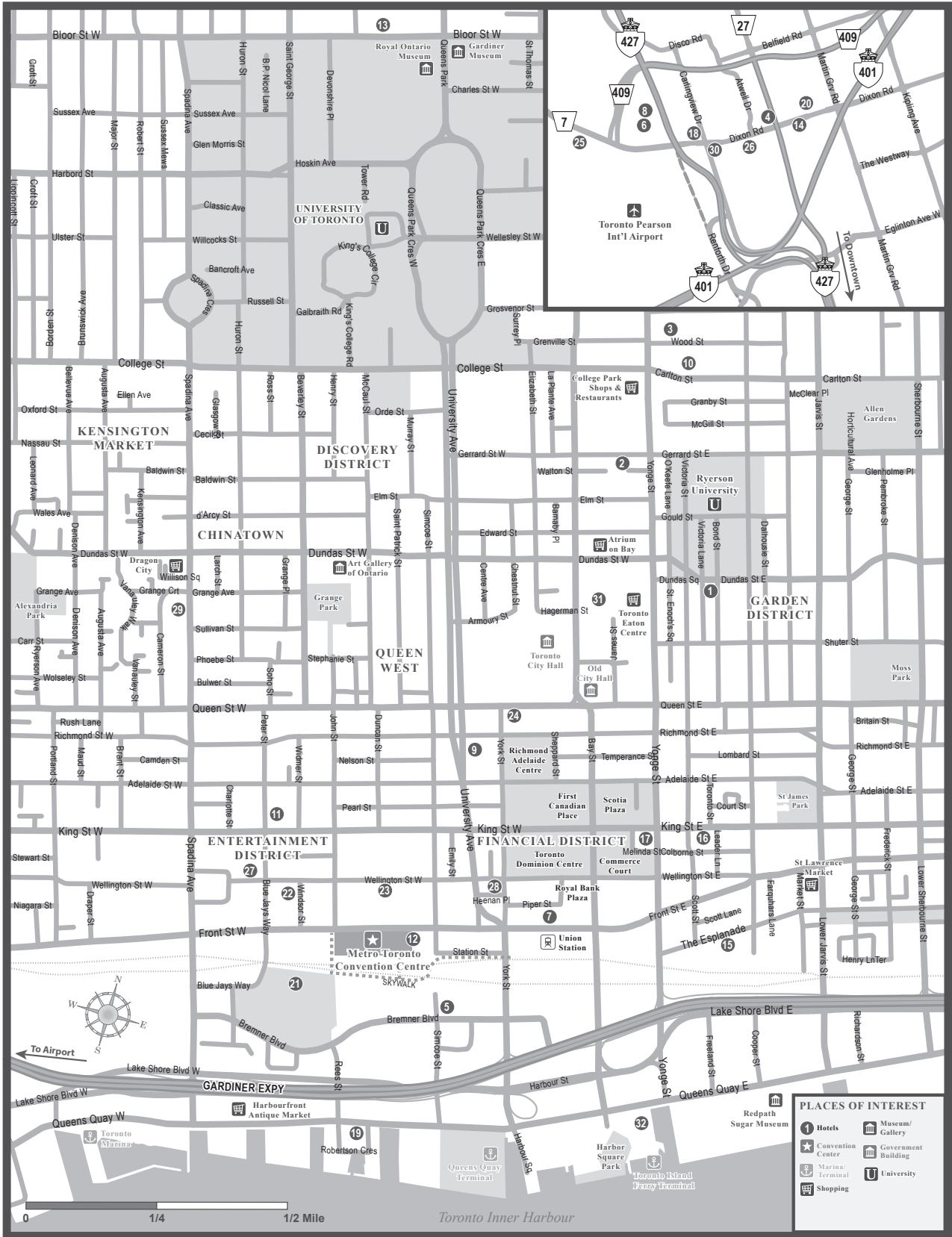
	Hotel Name	Single/Double Occupancy Rates for Standard Rooms
25	◆ Sheraton Gateway Hotel in Toronto International Airport*	CAD 224.87
26	◆ Sheraton Toronto Airport Hotel & Conference Centre*	CAD 203.00
27	Soho Metropolitan Hotel*	CAD 406.00
28	Strathcona Hotel Downtown	CAD 219.24
29	Super 8 Downtown Toronto*	CAD 177.48
30	◆ Toronto Airport Marriott Hotel*	CAD 219.24
31	Toronto Marriott Downtown Eaton Centre Hotel*	CAD 313.20
32	Westin Harbour Castle Toronto*	CAD 310.88

◆ Limited transportation provided to and from the venue.

□ No transportation provided to and from the venue.

Note: Room type names may vary, but are equivalent to Standard rooms.

Rates (in CAD Dollar) are for single and double occupancy, unless otherwise noted, inclusive of taxes and 8% commission to Experient. Inclusive taxes are subject to change without notice. Additional fees may apply for more than two people sharing a room. Discounted breakfast included at hotels denoted with an (*). Please review the details of your selected hotel.



Toronto Inner Harbour