



Society of Tribologists and Lubrication Engineers
STLE 73rd Annual Meeting and Exhibition
May 20-24, 2018
Minneapolis Convention Center • Minneapolis, MN

RESERVE ONLINE:

<https://aws.passkey.com/go/STLE18>

RESERVE BY PHONE:

(Individual reservations only)

9:00am – 3:00 p.m. CST, Mon – Fri

1-888-947-2233 Domestic

1-612-767-8200 International callers

Please have your credit card number and your arrival and departure dates ready.

RESERVE BY FAX:

1-612-767-8201

RESERVE BY MAIL:

STLE Housing Dept.

250 Marquette Ave S., Suite 1300

Minneapolis, MN 55401

Please do not send repeat submittals for the same requests and do not fax or mail a form for reservations that you have already made online or by phone, or you risk making duplicate reservations.

You may email

housing@minneapolis.org with any inquires, changes or cancels.

- Only completed forms are accepted.
- Room types are assigned on a first-come, first-served basis.
- If your preferred hotel is not available, you will be assigned the next available property listed and/or the closest to the event.
- Allow 2 business days to receive your hotel acknowledgement. Review all information for accuracy.
- If you have not received your hotel acknowledgement by Wednesday, April 18, 2018 please contact the STLE Housing Department at housing@minneapolis.org.
- The deadline to receive the group discounted rate on a space available basis is Wednesday, April 18.
- All reservation activity must continue to be made via STLE Housing (at above contact info) through Thursday, May 10, 2018.
- After Thursday, May 10, 2018, all reservations, changes and cancellations must be made directly with the hotel.

DEADLINE:
Wed, April 18, 2018

CONTACT INFORMATION: Please PRINT clearly

☐ If making multiple reservations, please check box if you are the contact for all reservations.

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Acknowledgements may not be received if email filters are in place, so please add groupcampaigns@pkghlrs.com to your safe senders list.

ATTENDEE TYPE: ☐ General Attendee ☐ Exhibitor ☐ Government Rate

Note: Government attendees must present government I.D. at check-in to receive government rate.

HOTEL PREFERENCE: Please indicate 1st and 2nd choice.

____ Hilton Minneapolis (HQ) \$173/193/213/233 ____ Hyatt Regency Minneapolis \$183/183/208/233

Rates are single/double/triple/quad occupancy.

NAME(S) OF ALL OCCUPANTS INCLUDING SELF:

Last Name	First Name	Arrival Date	Departure Date
<small>Maximum room occupancy is four (4) per city code. Max occupancy in Hilton King room is three (3).</small>			

ROOM TYPE REQUESTED:

☐ 1 King Bed ☐ 2 Double Beds NOTE: Hotels are 100% non-smoking.

☐ Wheelchair Accessible Other: _____

GUARANTEE/CANCELLATION POLICY:

A major credit card number OR a check for one night's room and tax (add 13.4%) is required to secure each reservation. Credit cards are for guarantee purposes only and are not charged to hold a reservation. Each room cancelled after Wednesday, April 18, will be charged or forfeit a cancel fee of \$50.00. Cancellations within 72 hours of the scheduled arrival date will be charged or forfeit one night's room and tax. A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive and have not been cancelled (no-show). Early departures after check-in are subject to penalty fees set by the hotel.

Please identify your method of guarantee below:

CREDIT CARD:

☐ American Express ☐ MasterCard ☐ Visa ☐ Diner's Club ☐ Discover Card

Card No. _____ Expiration Date _____

Name of Card Holder _____ Signature _____

☐ CHECK: Check Number _____ Amount _____

Checks must be received by Wednesday, April 18, 2018, and made payable to Meet Minneapolis. Reservations with a deposit guarantee, for which no check has been submitted, are subject to cancellation. Please base the amount of the check on 1st hotel preference. Note: Institutional purchase orders are **NOT** accepted. Cancel refunds to those who guaranteed accommodations with a check deposit, will be mailed after the event.