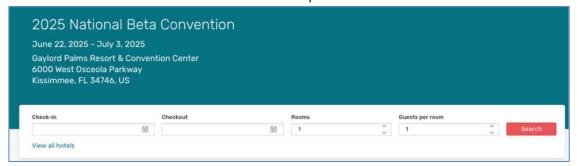
Step 1. Click "Make Reservation."



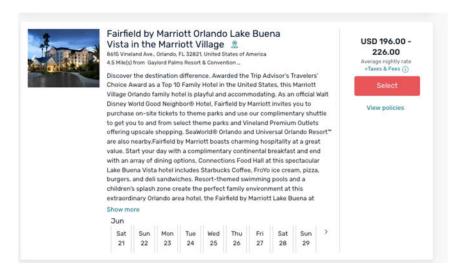
Step 2: Enter your check-in date, check-out date, and the number of rooms needed (up to 25), and click "Search".

- Be sure to enter the number of rooms needed.
- To make the process simpler and faster, only enter "1" guest per room. You can add the specific number of attendees to each room at a later step.





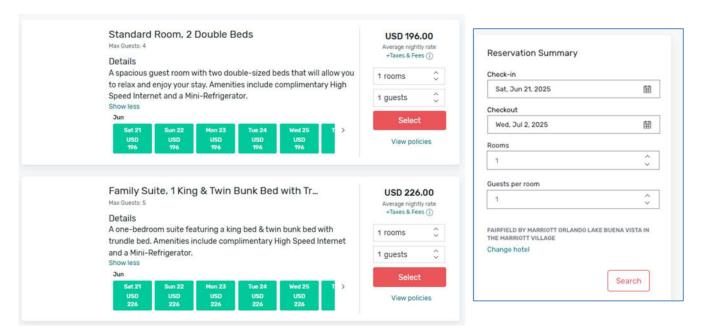
Step 3: Select your preferred hotel from the list.



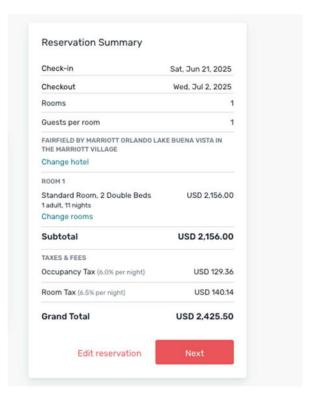


Step 4: Select specific room types for your hotel.

- Some hotels have more than 1 room type (i.e., 1 king or 2 doubles/queens).
- Please indicate the number of each room type needed, then click "Select" for that room type.
- Once the number of rooms needed has been added (they will show in the right column), click "Next". (The number should equal the total number of rooms specified in step 2)
- Please leave the number of guests as "1" for now.

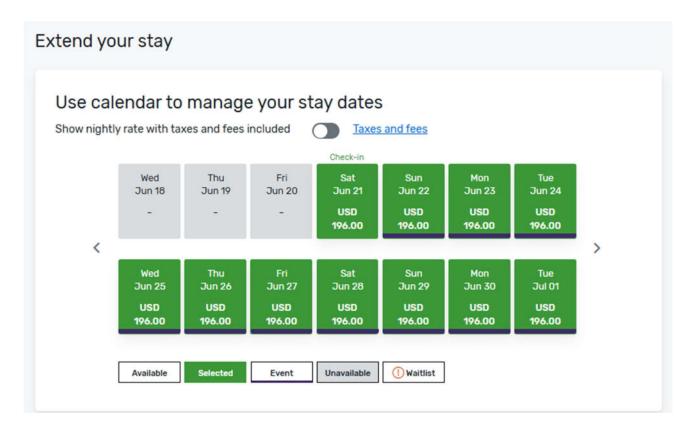


Click on NEXT in the reservation summary.



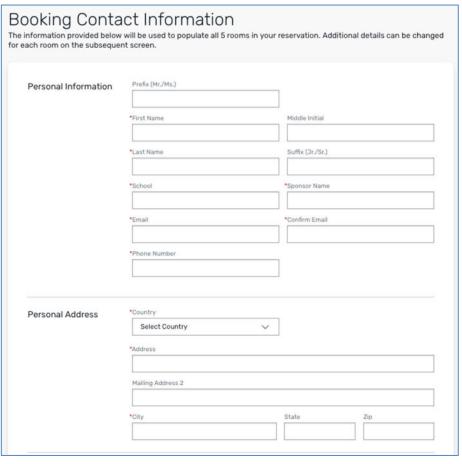


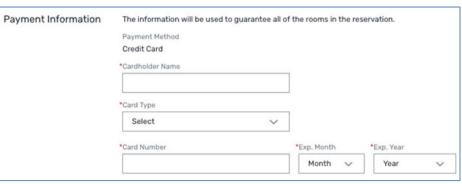
Step 5 (not displayed for 5 or more reservations): If you decide you want to adjust your dates, you will be able to during this step.



Step 6: If you are booking 5 or more rooms, enter your contact information and credit card guarantee and then proceed to step 8. If you are booking for 1-4 rooms, please skip to step 7.

- We recommend using your school's address information.
- Email address should be for the booking contact
- Enter the required information and click "Next".

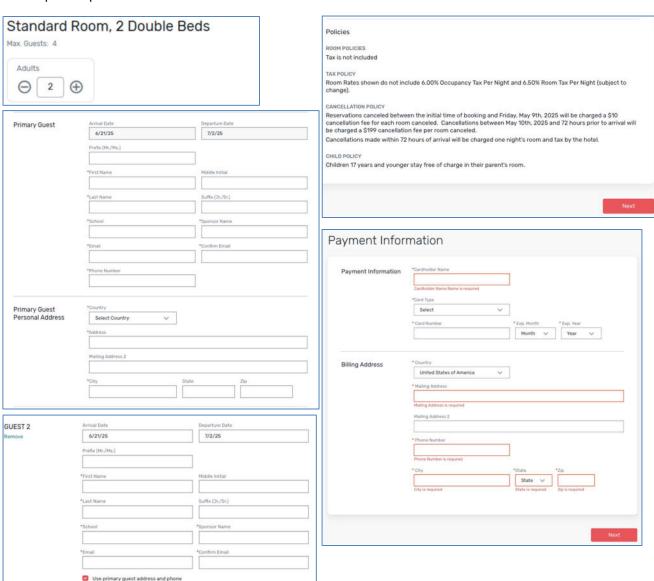






Step 7: If you are booking 1-4 rooms, please update the number of people in each room using the plus sign buttons.

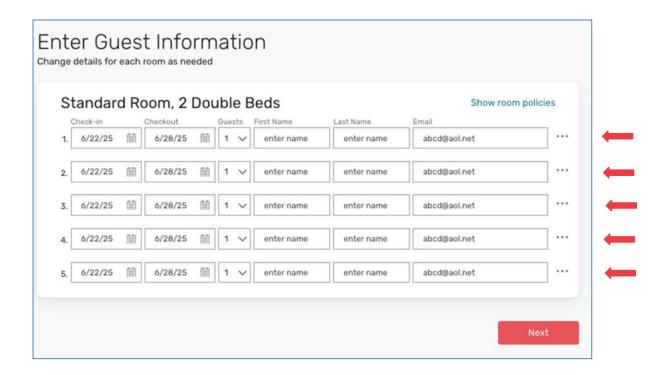
- After clicking the plus sign, the site will populate a space for you to enter additional guest information.
- Enter the Primary Guest information, then enter any additional guests.
- We recommend using your school's address information for the Personal Address.
- Fill out all required information, click 'Next'.
- You will then enter credit card guarantee in Payment Information and click 'Next'.
- Skip to step 8 of the instructions.





Step 8: If you are booking 5 or more rooms, select the number of guests for each room in the dropdown and click the three dots next to each room reservation to enter individual guest details, including first and last name, sponsor name, etc.

- Please ensure the names entered for the housing reservations are spelled exactly how they will appear in the National BETA Convention database
- Fill out all required information and then click 'Next'.
- If you are not sure of the exact names for each room at the time of booking, you can leave the contact information for each room and come to the site later to update the names.





Step 9: Review and confirm.

- Please review the reservations and cancellation policy.
- Check the two boxes indicating that you have read and agree to the cancellation policy and room policies.
- Select "Confirm Reservation"

Policies

ROOM POLICY

Tax is not included

TAX POLICY

Room Rates shown do not include 6.00% Occupancy Tax Per Night and 6.50% Room Tax Per Night (subject to change).

CANCELLATION POLICY

Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled.

Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

Check-in	Sat, Jun 21, 2025
Checkout	Wed, Jul 2, 2025
R00M 1	
Standard Room, 2 Double Beds 2 adults , 11 nights	USD 2,156.00
Taxes & Fees	USD 269.50
Subtotal	USD 2,425.50
I have read and accept these roor In accordance with GDPR by checonsenting to our use of the inforproviding us solely for the purpos room reservation.	king this box you are mation you are



Step 10: Retain acknowledgment for your records.

- When your reservation has been submitted, an Acknowledgement/ Master Acknowledgement number will appear and an email acknowledgement will be sent.
- Be sure to print a copy of this page for your records and save your email acknowledgement in a safe place for future reference.

Sample acknowledgement email:

From: Orchid Events / 2025 National Beta Convention Official Housing Provider <info@cvent.com>

Sent: Thursday, December 5, 2024 3:37 PM
To: Joy Ware <jware@orchid.events>

Subject: Your Hotel Reservation - 2025 National Beta Convention



Hi Joy, Thank you for your reservation!

Your Upcoming Event

2025 National Beta Convention

Jun 22, 2025 - Jul 3, 2025



Sample acknowledgement email (continued):

Booking Contact

Joy Lewis joy@orchid.events Orchid Events 801-505-4133

6905 S 1300 E #220 Cottonwood Heights, UT 84047

Reservation Changes and Cancellations

All reservation changes and cancellations can be made at the event website.

Manage stay

Master Acknowledgement Number

6CD0FHNG

This number is required for the registration discount, provide this number during the registration process.

Reservation created 05-Dec-2024

Gaylord Palms Resort & Convention Center 6000 W. Osceola Parkway, Kissimmee, FL 34746 | 877-491-0442 Standard King Guest Room Primary Guest Joy Lewis K2Y8Y7AF0 Status 23-Jun-2025 26-Jun-2025 Confirmed **Room Total** USD 798.00 Manage stay Primary Guest Joy Lewis QRRG6SSW0 23-Jun-2025 26-Jun-2025 Confirmed USD 798.00 Room Total Manage stay Primary Guest L7QGPMJ60 Joy Lewis Status 23-Jun-2025 26-Jun-2025 Confirmed USD 798.00 Room Total Manage stay

Standard King Guest Room Policies

Room Policies

Tax is not included

Tax Policy

Room rates shown do not include 14.5% Hotel Tax Per Night. Tax rate subject to change.

Child Policy

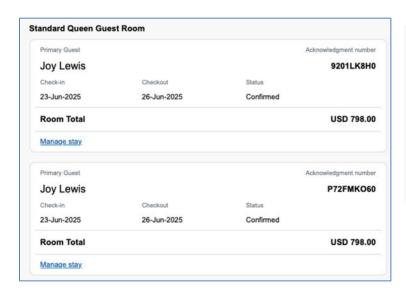
Children 12 years and under are free when occupying the same room as their parents or one adult. ***
(unless otherwise stated in group contract) ***

Cancelation Policy

Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled. Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

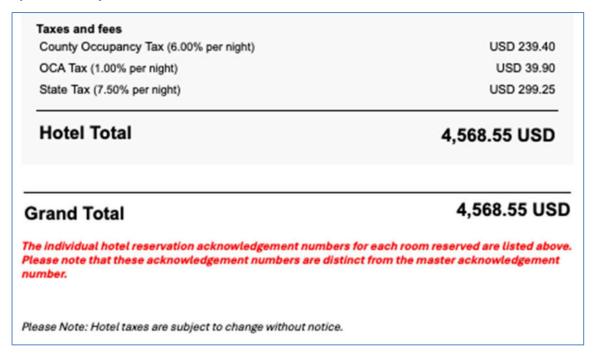


Sample acknowledgement email (continued):





Sample summary:



Sample acknowledgement email (continued):

Housing Policies

- National BETA Club and Orchid Events reserves the right to cancel reservations for rooms with occupants not registered for the conference or reservations with duplicate names.
- Reservations which are part of a Group Block and need to change hotels, please contact BETA@orchid.events for further instruction.

Late Arrivals

If you fail to arrive on your scheduled date, the hotel will mark you as a no-show, charge one night's room and tax, and cancel your entire reservation for each room reserved. Please verify your arrival date at least 3 days before your stay.

Final Room Payments

Final Payment by Credit Card on File:

 If you are using the credit card you used to book the hotel reservation and you will have the credit card in your possession when you check-in, nothing else needs to be done.

Final Payment by Credit Card not in your possession:

If you are paying the final payment with a credit card not in your possession, you will need to request
a credit card authorization form for your confirmed hotel by emailing <u>BETA@orchid.events</u>. Complete
the form with the requested information and return to your confirmed hotel by June 1, 2025. If the
hotel does not receive the authorization form prior to June 1, 2025, you will need to provide a valid
credit card in your possession at check-in.

Sample acknowledgement email (continued):

By Check:

- Checks must be mailed to arrive at your confirmed hotel prior to June 1, 2025 to allow time for the check to clear.
- If the hotel receives the check after June 1, 2025, then a credit card will need to be provided at check-in. Once the check clears, you can initiate a request for reimbursement with the hotel to the credit card charged.
- Please include your reservation confirmation numbers, attendee names, and arrival date with your
 check payment to ensure the check is applied to the reservation (s). Retain a copy of your check for
 your records.
- The check must be mailed directly to your confirmed hotel; any housing payments sent to the National BETA Club or Orchid Events will be returned to the sender.
- If your school requires the hotel to be listed as a vendor, please email <u>BETA@orchid.events</u> to get the hotel's W9.
- Hotels cannot and will not accept a check as a form of payment upon check-in.

Click HERE to view hotel payment instructions for those paying their final bill by check or a credit card not in their possession.

CANCELLATION POLICY:

- Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled.
- Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

A kind note about calling the hotel "just to be sure":

Please do not call your hotel "to be sure" until after June 19, 2025. Please understand that processing your reservations from Orchid Events into the Hotel system will take a few days. Rest assured that if you have received an acknowledgement number from Orchid Events, the hotel will honor your booking. Thank you for your consideration

Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.

