

Correctional Health Conference

VENDOR FORM

October 8-10, 2019

Arrowwood Resort & Conference Center Lodging Registration

PREFERRED LODGING HELD UNTIL

September 20, 2019

Mr./Mrs./Ms. _____

Street _____

City _____ St _____ Zip _____

Day Phone (_____) _____

Email Address _____

Arrival Date: ___/___/___ Departure Date ___/___/___ #Nights _____

People per room: ___ Adults ___ Children (Under 18)

Special Requests: (i.e. Room accessibility, dietary, etc.)

Explain: _____

All guest rooms are non-smoking.

METHOD OF PAYMENT

___ Check-**Must be sent with form**

___ Purchase Order – Must be completed and sent with this Form

___ Credit Card - Card Charged Upon Receipt of Form

Visa MasterCard American Express Discover

Card # _____ Exp. ____/____

Cardholder's Name: _____

Signature: _____

CANCELLATION POLICY

Arrowwood's cancellation policy is 72 hours. Cancellations made more than 72 hours prior to arrival will result in a credit card or check refund, depending on the method of payment. Arrowwood will charge your credit card one night's lodging for any cancellations made within 72 hours of your arrival. Arrowwood will keep deposit if cancelled within 72 hours of your arrival.

SPECIAL GROUP RATES

___ \$83.00 Single/Double Occupancy, Per Room, Per Night plus 10.375% (7.375 state and 3% county) tax.

___ Suite Upgrades Available for an additional \$50 per night. Based upon Availability.

ROOMMATES

IF YOU ARE SHARING A ROOM EACH PERSON MUST COMPLETE A SEPARATE RESERVATION FORM.

List name of the roommate you've selected:

If you are selecting roommates, reservation forms must be mailed or faxed together. If not received together, specific roommate requests cannot be guaranteed.

MAIL, EMAIL OR FAX ENTIRE FORM TO:

Arrowwood Resort & Conference Center
2100 Arrowwood Lane NW
Alexandria, MN 56308
Attention: Kristie Chisholm
Email: kchisholm@arrowwoodresort.com
PHONE: 320-762-1124
FAX: 320-762-0133

NO RESERVATIONS ACCEPTED WITHOUT FORM

