

**Correctional Health Conference**

**VENDOR FORM**

**October 10-12, 2023**

Arrowwood Resort & Conference Center Lodging Registration

**PREFERRED LODGING HELD UNTIL  
September 11, 2023**

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**

\_\_\_ \$87.00 Single/Double Occupancy, Per Room, Per Night plus 18.375% (7.375 state and 3% county tax and 8% Resort fee).

\_\_\_ 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: Katrina Drietz  
Email: [kdrietz@arrowwoodresort.com](mailto:kdrietz@arrowwoodresort.com)  
PHONE: 320-762-1124  
FAX: 320-762-0133**

**NO RESERVATIONS ACCEPTED WITHOUT FORM**

***CHECK-IN TIME IS 4 P.M.  
CHECK-OUT TIME IS 11:00 a.m.***

