

**911 Communications Conference VENDOR FORM**  
**March 21-22, 2023**  
**Arrowwood Resort & Conference Center Lodging Registration**

**PREFERRED LODGING HELD UNTIL**  
**February 21, 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**

You may cancel your reservation without penalty 72 hours prior to arrival. If you cancel your reservation within 72 hours, we will charge your credit card for the entire stay or keep any advance payment as a cancellation fee.

**SPECIAL GROUP RATES**

\_\_\_ \$87.00 Single/Double Occupancy, Per Room,  
Per Night plus 10.375% (7.375% state and 3%  
county) tax and Resort Fee 8%.  
(\$102.99 inclusive per room per night.)

\_\_\_ 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)**

**DIRECT PHONE: 320-759-5004**

**RESORT PHONE: 320-762-1124**

**FAX: 320-762-0133**

**NO RESERVATIONS ACCEPTED WITHOUT FORM**

