



Facility Fusion

IFMA FACILITY FUSION 2024

Hotel Sub-Block Request Form

Please note all sub-blocks will be released by **March 12th**. All Rooms must be guaranteed. PLEASE USE A SEPARATE FORM FOR EACH SUB BLOCK.

Please note the following restrictions:

- ▶ Rooms are assigned on a first-come, first-served basis and depends on availability of space.
- ▶ Facility Fusion has a set amount of hotel space. No extensions will be available.
- ▶ Sub blocks may only be set through IFMA at the designated hotel.

Group Name: _____

Contact Person Name: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Credit Card Number: _____ Expiration: _____

Credit Card is to - hold rooms only hold & pay for rooms

*SOME HOTELS MAY REQUIRE A SEPARATE FORM OR ONLINE SUBMISSION OF CREDIT CARD GUARANTEES

HEADQUARTER HOTEL:

Westin Boston Seaport District \$298 nightly, Single or Double Occupancy

SUB BLOCK AMOUNT:

Friday, May 3: _____ Rooms

Saturday, May 4: _____ Rooms

Sunday, May 5: _____ Rooms

Monday, May 6: _____ Rooms

Tuesday, May 7: _____ Rooms

Wednesday, May 8: _____ Rooms

Suites: _____ Dates: _____

Hospitality Suites: _____ Dates: _____

Upgraded Rooms: _____ Dates: _____

Meeting Space: _____ Dates: _____

RESERVATION PROCESS: (choose one)

I will provide a rooming list with all reservations by March 12th (when submitting list please provide first & last name, check-in & check-out date, and any special requests (i.e. king room, double room, allergen free, etc.) for each guest. REQUESTS ARE SUBJECT TO HOTEL AVAILABILITY AT THE TIME OF CHECK-IN

Attendees will call the hotel directly to make their reservations (IFMA will provide instructions after form submittal)

Additional Comments: