

## 2018 REGION 8 CONVENTION *HOUSING INFORMATION*

### **Convention Hotel**

Renaissance Phoenix Downtown  
100 N 1<sup>st</sup> St.  
Phoenix, AZ 85004

### **Hotel Reservations**

- All reservations must be made through the Convention Facilities Coordinator, Karen Benson. **INDIVIDUAL RESERVATIONS CANNOT BE MADE DIRECTLY WITH THE HOTEL.**
- The Chorus Convention Coordinator (or designee) will need to collect the room requests from their members in whatever form she wants. Then she will enter the information into the Room Reservations spreadsheet and send to Karen Benson at [kjlsbenson@comcast.net](mailto:kjlsbenson@comcast.net) by March 1, 2018.
- Do not send the room reservation forms to the hotel. Karen Benson, who will work directly with the hotel, will handle all reservations.
- No room reservation changes can be made after March 20<sup>th</sup>. All room reservation changes must be made by using the Room Reservation Change Form. Please forward electronically to Karen Benson prior to this date.
- Room reservation cancellations must be received at least 24 hours prior to the date of arrival or there will be a charge of one night's room and tax.
- Paying by credit card for a chorus – a credit card authorization form for the Renaissance Hotel must be completed and sent to the hotel. This form is available on the regional website.
- If your chorus wants tax exemption, you will need to fill out an Arizona Tax Exempt Form 5000 and submit to AZ State (this form can be found on their website [www.azdor.gov](http://www.azdor.gov)). The state will then tell you if the group is exempt in Arizona. Please note, Arizona does not exempt guestroom tax, so the taxes that would be exempt would be for any catering food, beverage, and audio visual you order for the meeting space.
- **Competing quartets please note:** Please register for your rooms with your chorus. If ALL quartet members are Chapter-At-Large, you may register separately (see CAL section).

### **Room Info**

- Room rate \$149.70/night plus 12.57% tax for single through quad occupancy.
- Check-in time: 4:00pm
- Check-out time: 12:00pm
- No self-parking at the hotel / Valet parking rates \$18/day with in-and-out privileges
- All competing quartet and chorus members are expected to stay at the hotel during the competition.
- Roll away beds are available

### **Chorus Breakfasts**

Complete the question regarding chorus breakfast on your Chorus Contest Information Form so that menu and catering contact information can be sent to you.

**Emergency Health Care** – Dial 911 in case of a medical emergency!