

## Return Completed Room Block (10+) Request Form to:

**MPF Housing Department**  
 c/o Meet Minneapolis  
 801 Marquette Ave S, Suite 100  
 Minneapolis, MN 55402  
 Fax: 1-612-767-8201

**To reserve 1 to 9 rooms:** Please make individual housing reservations online at [www.midwestpoultry.com](http://www.midwestpoultry.com).

- Please indicate the number of rooms on a nightly basis required.
- **POLICY: Your room block request for MPF 2020 cannot be more than 15% above your company's final room night pick up from MPF 2019.** Only MPF Staff can honor exceptions. Waiting for approval will delay assignment.
- Please print clearly. Only fully completed forms will be processed. Complete all information to avoid delays.
- Your room block request will be reviewed for availability and you will be sent an automated acknowledgement by email confirming your rooms.
- An email from the MPF Housing Department will follow with further details on how to manage your rooms/block moving forward.

### ROOM BLOCK (10+) POLICY:

Should your company fail to fulfill 80% of requested room block, your company will be invoiced by MPF for balance of unused room nights up to 80%.

### ADDITIONS AND CHANGES:

- Any new reservations or changes to your existing rooms/block are subject to availability and should be made directly with the MPF Housing Department through February 21, 2020. [Housing@minneapolis.org](mailto:Housing@minneapolis.org) or 888.947.2233, Mon – Fri from 9a – 3p CST.

### CANCELLATIONS:

- Cancellations should be made directly with the MPF Housing Department through February 21, 2020.
- **Cancellations within 72 hours prior to day of arrival will forfeit one (1) night's room and tax and cancel penalty will be collected by the hotel. This will be counted towards your overall actualized pick up.**

### >>> DEADLINES <<<

- Room lists are due by Monday, **February 3, 2020.**
  - Individual names and dates are required for each room.
- After Friday, **February 14, 2020**, the negotiated group discount will be based upon hotel room availability.



## March 17-19, 2020 MIDWEST POULTRY FEDERATION CONVENTION

MINNEAPOLIS CONVENTION CENTER, MINNEAPOLIS, MN

## HOTEL ROOM BLOCK (10+) REQUEST FORM

### CONTACT INFORMATION

ALL ROOM BLOCK CORESPONDENCE WILL BE SENT TO THIS INDIVIDUAL UNLESS OTHERWISE INFORMED

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL ADDRESS\* \_\_\_\_\_

*\*Acknowledgements may not be received if email filters are in place. Please check your junk folder or add [groupcampaigns@pkghlrs.com](mailto:groupcampaigns@pkghlrs.com) to your safe senders list.*

### HOTEL PREFERENCE:

RATES ARE LISTED AS SINGLE OR DOUBLE OCCUPANCY  
 HOTEL ROOM RATES ARE SUBJECT TO APPLICABLE STATE AND LOCAL TAXES OF 14.025%, SUBJECT TO CHANGE

- Hilton Minneapolis, Headquarter Hotel** – \$173.00 – 2 blocks event
- Hyatt Regency** – \$174.00 – 2 blocks from event
- Millennium Hotel** – \$171.00 – 1.5 blocks from event

**March 16 – 17** North Central Avian Disease Conference  
**March 17** Pre-Show Nutrition Symposium & Welcome Reception  
**March 17** MPF Unhatched: An Evening of Eats & Entertainment  
**March 18 – 19** Exhibits, Education Workshops & Events

		Room Type(s) Requested			TOTAL Rooms Requested
		King Bed	Two Double Beds	Suite or Upgrade Request	
March 15, 2020	Sun				
March 16, 2020	Mon				
March 17, 2020	Tue				
March 18, 2020	Wed				
March 19, 2020	Thu				
<b>Total Room Nights</b>					

**Special Needs:** \_\_\_\_\_

We are unable to guarantee special requests; however, hotels will do their best to honor all requests. Availability of requests will be honored at the time of check-in, based upon availability.

### GUARANTEE METHOD:

The credit card below will be used to guarantee this room block. Any penalties due to poor performance or cancels within 72 hours prior to day of arrival, will be charged against this card on file. This policy will be strictly enforced by Midwest Poultry Federation.

- American Express     MasterCard     Visa     Diner's Club     Discover

CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_

NAME PRINTED ON CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**DEADLINE: FRIDAY, FEBRUARY 14**