



# HOUSING SUB-BLOCK GUIDELINES



ATA's Technology & Maintenance Council (TMC) is allowing companies with technician competitors to reserve group room blocks within the Council's housing inventory at the Drury Plaza Hotel Downtown. Sub-blocks may only be requested by submitting the Housing Sub-Block Request Form.

The following requirements must be met by the listed deadlines in order to qualify for a sub-block. No date extensions will be permitted.

1. Companies that require 10 rooms (minimum) or 35 rooms (maximum) may request a sub-block. Requests for sub-blocks are only accepted from **June 10 to June 30**, and must be submitted using the Housing Sub-Block Request Form. If a company would like to increase their original block request after June 30, the additional rooms may be provided based upon availability.
2. The final housing list is due to [TMC@conferencedirect.com](mailto:TMC@conferencedirect.com) by **August 1**. All names on housing list must be registered for the meeting or competition. There will be no rooms added to sub-blocks after the August 1 housing list deadline. However, each individual registrant can still book a room through the personal reservation link received in their meeting or competition registration confirmation email, until August 29.
3. Companies that submitted housing lists will be notified of any names found on your housing list that do not appear on TMC's meeting or competitions registration list. Any rooms with names that are not on the meeting or competitions registration list may not be guaranteed.

IMPORTANT DEADLINES	
<b>June 30</b>	Housing Sub-Block Request Form due
<b>August 1</b>	Final housing list due — all names on housing list must be registered for the meeting or competition

## ROOM RATE

Drury Plaza Hotel Downtown Standard Room: \$189 per night + tax (single/double occupancy)

## PAYMENT

A credit card authorization form will be provided by [TMC@conferencedirect.com](mailto:TMC@conferencedirect.com) once the block has been approved. ConferenceDirect will charge a \$30.00 cancellation fee for any room reservation cancellations starting **August 29, 2022**. The hotel may place an authorization on credit or debit card to cover applicable charges for room, tax and resort fees, as well as an incidental amount per day to allow you access to room charging privileges. The hotel requires cancellations be made by 12 noon, day of arrival to avoid being charged for one night's room and tax.



**Technology & Maintenance Council**  
 American Trucking Associations  
 80 M Street, SE, Suite 800,  
 Washington, D.C. 20003  
 (703) 838-1763 • <http://tmc.trucking.org>





# HOUSING SUB-BLOCK REQUEST



Please return this form to the ATA's TMC Housing Bureau, ConferenceDirect at [TMC@conferencedirect.com](mailto:TMC@conferencedirect.com). The team will then place your block at the hotel and will follow up with booking instructions which include a link to book your rooms. You can either book the rooms on behalf of your group or you can share the link for individuals to book themselves. Once ConferenceDirect receives your request, they will send you an email within 7 business days. All rooms will need to be booked by **August 1, 2022**.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

	Thur. 9/22	Fri. 9/23	Sat. 9/24	Sun. 9/25	Mon. 9/26	Tue. 9/27	Wed. 9/28	Thu. 9/29	Total
Indicate number of Single Rooms									
Indicate number of Double Rooms									

**Note:** Room types are not guaranteed and are based on the hotel's availability.

IMPORTANT DEADLINES	
<b>June 30</b>	Housing Sub-Block Request Form due
<b>August 1</b>	Final housing list due — all names on housing list must be registered for the meeting or competition

## ROOM RATE

Drury Plaza Hotel Downtown Standard Room: \$189 per night + tax (single/double occupancy)

By signing this form, Company agrees to the ATA/TMC Sub-Block Housing Guidelines deadlines, and its obligations therein.

COMPANY AUTHORIZING SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Technology & Maintenance Council**  
American Trucking Associations  
80 M Street, SE, Suite 800,  
Washington, D.C. 20003  
(703) 838-1763 • <http://tmc.trucking.org>

