



SUB-BLOCK GUIDELINES & REQUEST FORM

HOTEL INFORMATION

TMC has negotiated discounted room rates at a variety of hotels located within steps of the Huntington Convention Center of Cleveland. We understand that due to the COVID-19 pandemic, companies will need more time than in past years to finalize sub-block requests and submit final rooming lists. This year, we are offering more hotel options, and have extended the sub-block request period to **Wednesday, August 4, 2021**.

HOTEL NAME	NIGHTLY RATE* (SINGLE/DOUBLE)
Cleveland Marriott Downtown at Key Tower	\$196
Drury Plaza Hotel Cleveland Downtown	\$179
The Westin Cleveland Downtown	\$179

**Nightly rates do not include taxes, which are subject to change without notice. Rates may increase with additional occupancy.*

PLEASE NOTE:

- Hotel availability is on a first-come, first-served basis.
- Hotel sub-block requests must be a minimum of 10 rooms.
- Deadline to submit a sub-block request is **Wednesday, August 4**. After this date, any additional requests cannot be guaranteed.
- The final rooming list must be sent to Tim Foley, ATA Housing & Digital Services Coordinator, at tfoley@trucking.org, by **Wednesday, August 4**. All guests on your rooming list must be registered for the meeting. It is your responsibility to ensure they are registered. After this date, any rooms assigned to an un-registered name will be released from your sub-block.

Submit completed sub-block request form to tfoley@trucking.org by **Wednesday, August 4**.

Company Name: _____

Contact Name: _____

Phone: _____ Email: _____

Please consider the important dates/times below and indicate your room request per night.

Dates	Fri Sep 10	Sat Sep 11	Sun Sep 12	Mon Sep 13	Tue Sep 14	Wed Sep 15	Thu Sep 16	Fri Sep 17	Total Room Nights Requested
Transportation Technology Exhibition		Setup 3-8pm	Setup 8am-5pm	Setup 8am-12pm Exhibit Hall Grand Opening 6:45pm-9:15pm	Exhibit Hall Open 10:15am-2:15pm	Exhibit Hall Open 8:30am-12:30pm Exhibit Teardown 12:30-5pm	Exhibit Teardown 7am-5pm		
# of Sleeping Rooms	_____	_____	_____	_____	_____	_____	_____	_____	_____

SUITE REQUESTS: If you would like to request a suite, please email tfoley@trucking.org.

ATA will contact you by e-mail within five (5) business days to confirm your sub-block hotel assignment and provide further booking/payment instructions.

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

Company Authorizing Signature: _____

Date: _____