

## Information for Hotel Reservations

*doTERRA has negotiated a limited number of discounted hotel rates attendees. Hotel rooms fill quickly and are available on a first-come, first-served basis. Therefore, attendees are only allowed to reserve up to 2 rooms under their name. Any additional rooms booked under the same name will be canceled immediately and without warning.*



### Deadline

All reservations must be received by **August 27, 2018**, to guarantee availability and conference rates. After this date, reservations will be made based on availability and hotels may charge higher rates.

### Ways to Book Hotel Reservations

**The quickest way is online at <https://book.passkey.com/go/9doTERRA18SLC>** - for a new reservation and to modify or cancel an existing hotel reservation.

Or you may call toll-free 866-748-9563 or +1-801-505-4607 (international). Agents available 7:00 a.m. to 6:00 p.m. Mountain Standard Time, Monday through Friday.

### Deposit

All reservation requests must be accompanied by a credit card guarantee for a deposit of one night's room and tax for each room reserved.

### Acknowledgments

Orchid Events will send reservation acknowledgements within 24 hours via email if booked online or by telephone. If you do not receive your acknowledgement in this time frame, contact Orchid Events. **You will not receive a written confirmation from the hotel.**

### Cancellations and Changes

When booking your hotel accommodations, you must provide a credit card number to guarantee payment. Reservations cancelled between the initial time of reservation and July 10, 2018 will be assessed a \$100 cancellation fee. Cancellations received on or after July 11, 2018 will forfeit deposit of one night room and tax. The credit card information on file at the time the reservation is cancelled will be billed the applicable cancellation fees. No exceptions or refunds will be granted.

Through September 10, 2018 send requests for changes and cancellations in writing to Orchid Events via e-mail at [doterra@orchid.events](mailto:doterra@orchid.events) or fax to 801-355-0250. After September 10, 2018, contact hotels directly to make changes and cancellations.

### Questions or Special Requests?

For questions or special requests, please contact Orchid Events at 866-748-9563 or e-mail questions to [doterra@orchid.events](mailto:doterra@orchid.events). Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.