



SGNA Exhibitor Sub Block Form
May 17-19, 2026
Atlanta, Georgia
Housing Sub Block Contract

Name of Organization: _____
 Contact Name: _____
 Contact Email: _____
 Contact Phone: _____
 Address: _____

You have requested a block of rooms for the upcoming SGNA 53rd Annual Course. This form is required to request a block of 10 or more hotel rooms. Pre-approval from SGNA is required to reserve a sub block. Please indicate your room block needs below:

DAY	Thurs	Fri	Sat	Sun	Mon	Tue	TOTAL
DATE	May 14	May 15	May 16	May 17	May 18	May 19	
# of King Rooms Requested							
# of Double Bed Rooms Requested							

Please note, selecting your room preference does not guarantee you will receive your preference. Rooms are subject to availability upon check-in.

Total Room Nights = _____

Hotel	SGNA Rate (plus tax) single/double occupy
Hyatt Regency Atlanta	\$229

The hotel's room rate is subject to applicable state and local taxes and fees. Total room charges will include all room fees and taxes (all subject to change). These rates are guaranteed for the contracted dates only and must be assigned by the cut-off date of **Friday, April 10, 2026**.

Room Reservation Method: Please use the provided rooming list form and include each attendee's full name, e-mail address, arrival date, departure date, billing instructions, and any special requests. This list must be provided on or before **Friday, April 10, 2026**, to the hotel. Any rooms remaining unassigned in this sub-block agreement will be released back into the general inventory for SOP for resale and attrition fees may apply. The first night's room and tax will be billed to the listed credit card per reservation at submission.

Please complete this form and return to Rachel Schneider, rschneider@sgna.org, on or before **April 3, 2026**



Room Reservation Changes: Once you have submitted your rooming list, individual acknowledgements will be provided from the hotel as well as the hotel confirmation numbers. Any reductions prior to the cutoff date should be made directly with SGNA. Changes will be accommodated on a space available basis.

Room Reservation Cancellation: A deposit of one night's room/tax is required to secure your reservation and is refundable if cancelled at least 72 hours prior to arrival.

Guarantee Policy: Organization is responsible for utilizing and paying for the fully contracted room block. This contract will serve to bind Organization and SGNA. If this sub-block is cancelled in full at any time following the signing of this contract, Organization will be responsible for the total guest room revenue -- # of total room nights x room rate.

If room nights are reduced at any time prior to or during the SGNA 53rd Annual Course and those room nights cannot be re-sold by either SGNA or the hotel, the difference between the actual group-housing pick-up by Organization and the contracted number of rooms will be owed to SGNA. "Re-sold" is defined as last rooms re-sold. Meaning, SGNA's entire block must be sold out in order to avoid any penalties.

Any amounts due based upon Organization pick-up performance will be payable to SGNA within 20 business days of the final day of the SGNA 53rd Annual Course.

In order for us to consider this agreement a definite booking, please sign below and return to Rachel Schneider's attention no later than **Friday, April 3, 2026**.

Signed: _____ Date _____

Rachel Schneider, SGNA Meeting Coordinator

Signed: _____ Date _____

SIGNATOR NAME, SIGNATOR TITLE

SIGNATOR COMPANY

Please complete this form and return to Rachel Schneider, rschneider@sgna.org, on or before April 3, 2026