

**Crowne Plaza Executive Center Baton Rouge – Reservation Office  
4728 Constitution Ave., Baton Rouge, LA 70808**

**Louisiana Music Educators Association – 2023 Annual Conference  
EXHIBITOR’S HOTEL RESERVATION FORM**

All rooms in the Conference Hotel block (one king or two doubles) are available to exhibitors at the conference rate of \$94.00 plus all applicable taxes per night **WITH THIS FORM**. It is strongly recommended that exhibitors requiring a hotel room submit their reservation forms prior to the block opening for All-State students and conference participants. Complete all the steps as outlined below to guarantee a hotel reservation in the conference block prior to date the block opens to the public.

**To reserve a room as part of the conference block**

LMEA’s Public Relations Chair or the Board of Directors’ designated representative will assist exhibitors in making a hotel reservation at the Crowne Plaza for the conference rate if the following conditions are met:

- The online contract for the conference booth must be submitted and payment must be received by the LMEA Public Relations Chair no later than October 9, 2023 at noon.
- A **copy** of this hotel reservation form must be sent to the LMEA Public Relations Chair with the contract and **RECEIVED** no later than October 9, 2023 at noon. It can be uploaded as part of the exhibitor’s online contract or mailed.
- This hotel reservation form and room deposit must be **RECEIVED** by Crowne Plaza no later than October 9, 2023 at noon.

LMEA will forward a list of “eligible exhibitors” to the hotel on October 9<sup>th</sup> and the hotel will be authorized to complete your reservation process at that time. Hotel reservations in the conference block cannot be guaranteed after that date.

No reservations will be taken over the phone. Fax your completed Exhibitor’s Hotel Reservation Form to the **Crowne Plaza** at 225-930-0156, **attention Leslie Alleman** or email it to [lalleman@executivecenterbr.com](mailto:lalleman@executivecenterbr.com).

Deposits **paid to the hotel** will be refunded only if cancellation notification is given by 4:00PM, 48 hours prior to the day of arrival.

Name of Contact Person (print): \_\_\_\_\_

Name of Booth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

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

**Please check room type: *(You must complete a separate form for each room.)***

- |   |  |
|---|--|
| <input type="checkbox"/> King Bed                 | <input type="checkbox"/> 2 Double Beds |
| <input type="checkbox"/> Number of people in room |  |
| <input type="checkbox"/> Non-smoking              | <input type="checkbox"/> Smoking       |

**Method to guarantee:**

- Check or Money Order Enclosed
- American Express    Discover    Carte Blanche    Diners Club    Visa    MasterCard
- Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Note:** Reservations are not guaranteed until a confirmation number is sent by the hotel. Reservations requested after the room block opens for the public are subject to availability. Reservations requested after the block officially closes are subject to availability and will be at the regular rate, NOT the conference rate. (Check for the latest hotel in the conference section.)

I authorize the Crowne Plaza Baton Rouge to charge my account for a deposit of one night plus all applicable taxes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_