

Agent Bulletin

To: All Agents/Local and County Officers & Delegates

From: Paul Jackson, State Secretary & Convention Manager

Date: February 7, 2025

Subject: 2025 AFR Convention – Hotel Cancellation & Parking Policy

Just a few more days to the AFR Convention and annual meetings of both AFRMIC and AFR Cooperative and the countdown is on! We just had a couple of updates to provide you from the hotel with respect to canceling rooms and parking charges. The Embassy Suites Norman Hotel & Conference Center property was sold by the J.Q. Hammons Group to Atrium which has its' own more stringent policies and “NEW” parking policy.

First, since we have passed the deadline to make reservations this week if you have rooms to return I would encourage you to contact the hotel directly to release the rooms and allow individuals needing a room to get them at the same rate as the convention rate. Anything booked through the reservation system will be at a higher rate – not the AFR negotiated rate. If you still need rooms, then contact the hotel and get on the waiting list and as rooms are released to them then they can take action and hopefully fill your request.

Contact: Jessica Henning at Jessica.Henning@atriumhospitality.com or Pam Genty at Pam.Gentry@atriumhospitality.com in the Sales Office with the room reservation number and name they are in. Again, do not cancel with central reservations. We want everyone to be able to stay in the host hotel and AFR to reach our contracted obligation. If we do not reach the contracted 85% obligation, then the company pays the difference.

Secondly, With respect to the *NEW* parking policy going forward, there will be a daily rate for all vehicles parked at the Embassy Suites parking areas. However, complimentary parking was contracted for AFR hotel guests and attendees, so the hotel intends to make sure our attendees receive complimentary parking while attending the convention through the use of a parking pass.

- Attendees staying overnight at the hotel DO NOT need to use this parking pass. All hotel guests will receive a complimentary parking pass or code when they check in to the hotel.
- If attendees are not hotel guests, they will still need to use the complimentary group parking pass to waive parking fees for each day they are at the conference. Please email anyone associated with you that is not a hotel guest and attending the convention the Complimentary Group Parking Pass QR Code before the conference or you can print off the parking passes and hand them out to these attendees.
- AFR will provide at registration a copy of the parking pass for non-hotel guests.
- Attendees will need to complete the parking pass form as soon as they arrive at the hotel for the conference. There is a parking management company that will be monitoring the parking lots and ticketing guests/attendees that do not have their cars registered.
- Attached are instructions to help maneuver through the process.
- Other hotels such as the Omni and the e OKANA r er which would fit our conference si e also charge for parking.

We apologize for the inconvenience of both of these actions, but this is their policies and we are grateful as a conference.



Complimentary Group Parking

To register for parking, please scan the QR code and enter the code below

SCAN QR CODE



ESHGR

OR
TEXT 4Z8D TO 409-405-5080



EMBASSY SUITES by Hilton™

NORMAN HOTEL
& CONFERENCE CENTER

Below is the **Complimentary Group Parking** voucher that can be share with your attendees.

Each **non-hotel guest** attendee will need to Scan the QR Code or Text 4Z8D to the number provided and complete the information on the website.



Complimentary Group Parking

To register for parking,
please scan the QR code
and enter the code below

ESHGR

SCAN QR CODE



SCAN QR CODE



or TEXT to receive the link

OR
TEXT 4Z8D TO 409-405-5080



Once the QR Code has been scanned, it will take you to this landing page. Please have the attendee complete the information. Once all information has been filled in, click the link **“Have a validation code? Click here to enter”**.

After clicking the link for the validation code, a box will appear for the you to put in the validation code **ESHGR**

Click **Start Parking Session** and enjoy your meetings at the Embassy Suites Norman!

PMC

Embassy Suites by Hilton Norman Hotel and Conference Center

Pay for Parking

Enter your name
Name

Enter your phone number
(201) 555-0123

Enter your vehicle plate number
ABC123 Choose

How long will your vehicle be parked?

[Have a validation code? Click here to enter.](#)

I agree to the [Terms of Service](#) and [Privacy Policy](#).

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PMC

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Pay for Parking

Enter your name
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ESHGR

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PMC

Embassy Suites by Hilton Norman Hotel and Conference Center

Pay for Parking

1 day of parking (edit)	\$14.00
Discounted:	-\$15.23
Sales Tax (8.75%):	\$0.00
Total Due:	\$0.00

START PARKING SESSION

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