

## **Event Hotel and Travel Information**

### **Embassy Suites**

1420 Stout Street  
Denver, CO 80202  
303-592-1000

### **Event Dates**

- Technical, Owner Services & Operations Teams: Arrive Monday, January 8<sup>th</sup> and depart on Friday, January 12<sup>th</sup>.
- Sales: Arrive on Tuesday, January 9<sup>th</sup> and depart on Friday, January 12<sup>th</sup>

**Note:** If you received a meeting request to attend the **2018 Sales Compensation Plan** meeting at 8:00 am on January 12<sup>th</sup>, plan your return flight after 2:00 pm. This applies only to JM employees. Sales Agents, you can depart anytime on the 12<sup>th</sup>.

### **2018 National JM Roofing Meeting Registration**

Registration for this year's meeting will be done online. A link has been designed specifically for the events that you have been pre-approved to attend. Please do not share the registration link with anyone else. **You must complete your registration by Friday, November 17<sup>th</sup>.**

If someone on your team has not received an invitation, please have them contact Cathy Huft at [Cathy.Huft@jm.com](mailto:Cathy.Huft@jm.com) or at 303-978-2324.

### **Updating Your Registration**

Your event confirmation email will have a link that directs you back into your registration where you are able to modify your registration. You may also contact Devon Binder at [Devon@reddooralliances.com](mailto:Devon@reddooralliances.com) or 303-946-2522.

### **Hotel Reservations**

Hotel reservations must be made through the event registration site. Johns Manville will cover your lodging expenses for the nights that have been pre-approved by your supervisor. If you wish to extend your stay, please indicate that during the registration process and those additional nights will be billed directly to you upon hotel checkout. The rate for additional nights is \$151 plus 14.75% tax. Please contact your supervisor for any questions concerning your approved length of stay.

### **Hotel Confirmations**

Hotel reservations will be confirmed based on the dates you select during the event registration process, so please save your registration confirmation for your reference. You will not need a hotel confirmation number to check-in since your room is going to the Johns Manville master account.

### **Check-in / check-out**

Hotel check-in is 3:00 pm and check-out is noon. Requests for early check-in will be handled based on hotel availability at that time. If you require an early check-in, please indicate that in the lodging section during the registration process.

## **Air Travel**

Employees of Johns Manville, please book your trip online using the Carlson Wagonlit Travel booking tool located on the JM portal, or by telephone 866-201-0179 TOLL FREE or 720-568-4708.

## **Ground Transportation**

Arrangement for travel from the airport to the hotel, and back to the airport is the responsibility of the attendee. The hotel does not have its own shuttle. Super Shuttle, Taxis and Uber or Lyft are available at the airport. Approximate costs are:

- Super Shuttle: \$34 one way
- Taxi: \$60 one way
- Uber/Lyft: \$25 one way.
- The train from DIA to Union Station: \$9 one way. From Union Station you can take the 16<sup>th</sup> Street Complimentary Shuttle to Stout Street and walk two blocks east to the 14<sup>th</sup>.

Johns Manville's employees can submit ground transportation expenses. Follow normal procedure. Note: car rental is not permitted without your supervisor's approval.

## **Conference attire**

- Days and Evenings: Business Casual
- Wednesday Evening: Casual
- Thursday Evening Awards Banquet: Business/Sport Coat

Average temperature in Denver during January is 47° during the day and 16° in the evenings. For current weather conditions, click [HERE](#).

## **Guests Attendance**

Guests are not invited to the evening functions or the meeting.

## **Questions?**

Registration and hotel questions:

Devon Binder at Red Door Alliances

Email: [Devon@reddooralliances.com](mailto:Devon@reddooralliances.com)

Phone: 303-946-2522

*Johns Manville has contracted with Red Door Alliances to assist with the registration and hotel reservation process.*

All other questions:

Cathy Huft

Email: [Cathy.Huft@jm.com](mailto:Cathy.Huft@jm.com)

Work: 303-978-2324.