



EMBASSY SUITES HOTEL ®

Bloomington

2800 American Boulevard West, Bloomington MN 55431-1205  
952-884-4811 fax: 952-884-8137



To reserve a block of rooms online, please follow the steps below to book.

**Step #1**            [Go to our e-Events page](#)  
Type URL address [www.embassyBloomington.com/e-events](http://www.embassyBloomington.com/e-events)

**Step #2**            [Select the Type of Event to be booked](#)  
Click on the Groups and Meetings tab just under the hotel photos. Select eEvents – “Get Started Now”. Select “**Guest Rooms Only**” for sleeping rooms. Enter your check in date, check out date and the desired number of sleeping rooms (you may select between 5 to 25 sleeping rooms). Then click on “Search Hotel” button.

**Step #3**            [Confirm the Total Number of Sleeping Rooms](#)  
Select “YES” if you require the same amount of rooms each night or “NO” to modify the number of rooms. If you do not see this page, then e-Events is not available for your dates. You have the option of having your guests call 1-800-EMBASSY and ask for the best available rate at that time.

**Step #4**            [Select Sleeping Room Types](#)  
Review the list of rooms available along with the pricing. Select the number of room types per day so that when added up, they equal the totals selected on the previous step. Click “Continue”.

**Step #5**            [Reconfirm the Total Number of Sleeping Rooms](#)  
Reconfirm the desired number of rooms required per night and adjust the counts accordingly. (You may select a count between 5 to 25 rooms per night). Click “Submit Totals”.

**Step #6**            [Sign into your Hilton Honors Account](#)  
If you currently have a Hilton Honors Account, then continue to the next step. To establish an account, please log on to [www.hiltonhonors.com](http://www.hiltonhonors.com). Once you have Account number/User ID and Pin/Password then proceed to the next step.

**Step #7**            [Review and Complete Your Online Booking](#)  
Review the details of your selections for accuracy. Scroll down to the event name. **Enter the name of your group.** Confirm the accuracy of the contact field that pre-populated from your Hilton Honors account information. E-Events require a credit card to hold the rooms. Please remember to cancel any left over rooms in your block with in 14 days from the first day of arrival, otherwise your Credit Card will be charged. Review the Terms and Conditions of the Agreement. Check the box next to “I accept the Terms and Conditions of this Contract and understand I am Booking Rooms for my Group Event”. Click “Book Now”.

**Step #8**            [Receive Booking Confirmation and Attach the Booking to your “Guest List Manager”](#)  
A screen will appear that asks you to wait while your group booking is confirmed. It may take a few minutes before the confirmation screen appears. DO NOT ENTER AGAIN AS YOU WILL BE MAKING ADDITIONAL BOOKINGS. Once the confirmation screen appears, find the hyper link that reads “**Add Group Event to My Profile**”. Click on that link. **By adding this booking to your profile you will be able to view/cancel/change reservations, book reservations, view room counts, and finally enter and review rooming lists.**

**Congratulations! You have successfully made an e-Events booking at the Embassy Suites Hotel Bloomington!**