

**Cyr Foundation & NYAPT  
July 9, 2010 - July 14, 2010**

**Room Block Cutoff Date:**

**Tuesday, June 15, 2010**

Please reserve your room before this date to secure the group rate.

**Reservation Guarantee:**

All reservations must be guaranteed using a credit card or advance deposit.

**Guests will be penalized for early departure.**

All reservations must be guaranteed for the entire stay. Unless the reservation is changed prior to check-in, guests having an early departure will be charged the full room rate for their entire scheduled stay.

Please indicate the appropriate credit card information below. Visa, Master Card, American Express & Discover are all acceptable. Or send a check or money order in the amount of one night's stay.

**Cancellation Policy:**

Cancellation less than forty-eight (48) hours prior to the scheduled arrival date will result in forfeiture of your deposit or if a credit card was used, a charge equal to one night's stay will be applied to the credit card.

**Tax Exempt Procedures:**

If your Exempt Organization is paying for your stay, the following procedures apply:

If payment is by the Organization's Check, a completed **ST-119.1** and the Organization's Check must be sent with this form. All other method of payments sent with a completed **ST-119.1** must be accompanied by the **Hilton Attestation Form**, which declares that the organization is the final and direct payer of hotel charges. To obtain the **Hilton Attestation Form** prior to arrival, check one of the following transmittal methods:  Fax  E-mail.

**If you are paying with a credit card or cash, and you are a government employee of the United States, New York State, or a Political Subdivision of New York State:**

A fully completed ST-129 Exemption Certificate must be received with this form, and **must be signed by the individual staying in the room.**

**If more than one person or exempt organization is paying for this reservation, a separate exemption certificate and the appropriate documentation is required for each individual.**

Please indicate first preference for Overflow assignment

- Hampton Inn
- Courtyard
- Holiday Inn

Marriott Rewards # \_\_\_\_\_

Priority Club Rewards # \_\_\_\_\_

**The Saratoga Hilton is the Headquarter hotel for this conference.** Additional accommodations have also been secured at the **Hampton Inn, Courtyard and Holiday Inn** hotels. *All reservation forms are to be faxed or mailed to The Saratoga Hilton at the address listed at the bottom of this page.* Reservations for overflow properties will be dispersed from there.

Due to the size of this conference, preference for the headquarter hotel will be given based on length of stay. **Confirmations will be sent out one week after the cutoff date of June 15th.** Reservations are not able to be made over the phone or online.

**ROOM RATES:**

<u># Rooms</u>	<u>Room Type</u>	<u>Single/Double</u>
_____	Hotel Room	\$140.00

**Room Preferences:**

The following are requests only and are on a first come first served basis  
 \_\_\_\_ King      \_\_\_\_ 2 Double Beds      \_\_\_\_ Disability Accessible

The charge for each additional person (beyond 2) is \$15.00 per person per night. Children under eighteen (18) years of age may stay free in their parent's room using existing bedding. Additional bedding is \$15.00 per night per bed. (Limitations apply)

Room rates are subject to combined taxes of 13% unless tax-exempt status has been approved – see tax-exempt information. Such tax is subject to change without notice.

**Reservation Information:**

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ # Nights \_\_\_\_\_ # People \_\_\_\_\_  
 ROAD-EO Participant

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

Company: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Hilton HHonors# \_\_\_\_\_

**List Roommates**

(please only submit one form per room) \_\_\_\_\_

**Guarantee:**     Credit Card     Deposit Check Attached

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

**Return this form to:**

**The Saratoga Hilton Reservations Department, 534 Broadway, Saratoga Springs, NY 12866  
 Reservations Fax Number: 518-584-7430 • Questions or General Information: 518-693-1017 or -1018**