

OFFICIAL HOUSING FORM

DTSDE JANUARY CONFERENCE

January 22-25, 2013

RESERVATIONS ARE ACCEPTED ONLY WITH THIS FORM FAX OR E-MAIL

(TELEPHONE CALLS WILL NOT BE ACCEPTED TO RESERVE ROOMS FOR THIS EVENT)

Please complete this reservation form and return it to the hotel either by mail, fax or e-mail. Confirmations will be e-mailed to individuals offering a valid e-mail address. A limited number of rooms have been protected for this event. Individual reservations must be received prior to the date specified below to receive a guest room in the protected block and obtain the group rate. If required an overflow hotel will be used, you will be notified if this occurs. A ST-129 must be supplied for tax exemption.

For courtesy van transportation from Amtrak Station or Albany Airport, please call guest services at **(518) 462-6611 ext 2242**
Complimentary self-parking (\$10.95 per night savings) is available at the hotel to all overnight conference attendees using this form.

Check In Begins: 4:00pm Check out by 11:00am Reservation must be made by: Friday, 12pm Jan. 18, 2013

SELECT ALL OPTIONS BELOW THAT APPLY

DTSDE CAT ARRIVAL: 01/22/13 DEPART: 01/23/13	DTSDE IIT ARRIVAL: 01/24/13 DEPART: 01/25/13	ADDITIONAL NIGHTS PRIOR /AFTER /MIDDLE NIGHTS	REGISTRATION ONLY COMMUTERS ONLY
ONE NIGHT STAY, (2) BREAKFASTS (2) LUNCHES (1) DINNER	ONE NIGHT STAY, (2) BREAKFASTS (2) LUNCHES (1) DINNER	ADDITIONAL RATE INFORMATION NO FOOD & BEVERAGE INCLUDED ARRIVAL: 01/23/13 DEPART: 01/24/13	ARRIVING 01/22 DEPARTING 01/23 <input type="checkbox"/> ARRIVING 01/24 DEPARTING 01/25 <input type="checkbox"/> ARRIVING 01/22 DEPARTING 01/25 <input type="checkbox"/>
PACKAGE PRICE: SINGLE \$211.44 PER PERSON WITH TAX SINGLE \$190.00 PER PERSON TAX EXEMPT DOUBLE \$181.80 PER PERSON WITH TAX DOUBLE \$164.00 PER PERSON TAX EXEMPT	PACKAGE PRICE: SINGLE \$211.44 PER PERSON WITH TAX SINGLE \$190.00 PER PERSON TAX EXEMPT DOUBLE \$181.80 PER PERSON WITH TAX DOUBLE \$164.00 PER PERSON TAX EXEMPT	RATE FOR NIGHTS OTHER THAN THE PACKAGED SINGLE OCCUPANCY \$118.56 WITH TAX SINGLE OCCUPANCY \$104.00 TAX EXEMPT DOUBLE OCCUPANCY \$177.84 WITH TAX DOUBLE OCCUPANCY \$156.00 TAX EXEMPT	\$92.88 WITH TAX \$86.00 TAX EXEMPT (2) BREAKFASTS (2) LUNCHES (1) DINNER \$185.76 WITH TAX \$172.00 TAX EXEMPT (4) BREAKFASTS (4) LUNCHES (2) DINNER

EACH ROOM RESERVATION REQUIRES A SEPARATE RESERVATION FORM
ENTER ENTIRE DURATION OF STAY BELOW

Arrival Date: _____ Departure Date: _____

Guest Name: _____ Share with: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Dietary needs Gluten free Vegetarian Kosher

Please Check Preferred Accommodation Type	<input type="checkbox"/> King Size Bed	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Accessible Room
	<input type="checkbox"/> 2 Double Beds	<input type="checkbox"/> Smoking	

The hotel will do its best to accommodate your requests; however, due to limited room types this may not always be possible. We will always select the best room available at the time the reservation is recorded.

All reservations must be a guaranteed for arrival. Major credit card, advance payment or valid purchase orders are accepted. Reservations must be cancelled **72 hours** in advance of arrival to receive a refund (a valid cancellation number is required for any disputed charge). If paying via purchase order/check the purchase order/check must accompany this form. Rates are subject to applicable NYS Sales & Occupancy Tax (currently 14%) unless an individual tax-exempt certificate is received by the hotel with this form. The credit card information below is to guarantee your reservation only; payment must be presented at check-in. Make checks or money orders payable to Hotel Albany

PLEASE NOTE: A credit card in your name must be provided to guarantee your reservation or reservation will not be accepted.

Cardholder Name: _____

Credit Card Number: _____

Card Expiration: _____

Authorized Signature: _____

Purchase Order # _____

District Affiliation and Role (District Rep., OEE, SESIS, RBE-RN):

I attended previous DTSDE training

Yes No