

**Association of Proprietary Colleges
June 14, 2011 - June 16, 2011**

Room Block Cutoff Date:

Saturday, May 21, 2011

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. Please provide the appropriate credit card information where indicated below. Visa, Master Card, American Express & Discover are all acceptable. You may alternately choose to send a check or money order in the amount of one night's stay payable to The Saratoga Hilton.

Purchase Orders:

Purchase Orders or Vouchers are **not accepted for guarantee** but may be used for payment if submitted to the hotel at least 48 hours prior to arrival. Purchase Orders and Vouchers **cannot** be accepted at time of check-in.

A tax exempt form must accompany your Purchase Order or Voucher. (Please refer to Tax Exempt Procedure below).

Tax Exempt Procedure:

If your **Exempt Organization** is paying for your stay, the following procedures apply: If paying by Organizational Check, please send a completed **ST-119.1** with the Organization's check. All other types of payment 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 a government employee of the United States, New York State, or a Political Subdivision of New York State and are paying with credit card or cash:** 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.*

Cancellation Policy:

Cancellations less than forty-eight (48) hours prior to the scheduled arrival date will result in forfeiture of your deposit. If a credit card was used to guarantee the reservation, a charge equal to one night's stay will be applied to the credit card. All reservations must be guaranteed for their duration. Arrival and departure dates may only be amended prior to check-in. **Guests departing prior to their reserved departure date will be charged the full room rate for their entire scheduled stay.**

Complete this form and return by fax or mail to the address listed at the bottom of this page. Reservations may also be made by calling 888-866-3596 and requesting the Group Code: AHDV

ROOM RATES:

Daily Package (Tuesday and Wednesday nights)

Includes overnight guestroom, Lunch, Dinner, and Breakfast the next day, and all service charges.

Single	\$280.92
Double	\$402.84 (\$201.42 per person)
Triple	\$539.76 (\$179.92 per person)
Quad	\$676.68 (\$169.17 per person)

A room only rate of \$159.00 (single/double) is available for additional nights before or after the conference dates. Upgrades to Signature Suites are based on availability with an additional charge of \$30 per night.

State & local taxes will be applied to the package unless tax-exempt status has been approved (see tax-exempt information). Current tax rates are as follows: 13% applicable to room rate, 7% applicable to food & beverage. Such tax is subject to change without notice.

Self Parking is available for hotel guests at \$5.00 per vehicle per night.

Reservation Information:

Arrival: _____ Departure: _____ # Nights _____ # People _____

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____ Hilton HHonors# _____

List Roommates

(please only submit one form per room) _____

Guarantee (Required): Credit Card Deposit Check Attached

Card #: _____ Exp Date: _____

Name on Card: _____

Signature: _____

Other Requests:

The following are requests only and are on a first come first served basis

_____ King _____ 2 Double Beds _____ Handicap Accessible

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 518-693-1018.**