Hotel Registration Form

The Saratoga Hilton

NYS Society of Opticians
July 17, 2009 - July 19, 2009

Room Block Cutoff Date:
Wednesday, June 17, 2009
Please reserve you 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 Information:
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.

If payment is by the Organization's Credit Card, a completed **ST-119.1** and a copy of the Organization's Credit Card must be available upon check-out to guarantee tax exempt status.

If you are paying by personal check, 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.**

Complete this form and return by fax or mail to the address listed at the bottom of this page. *Reservations can also be made by calling* ***888-866-3596*** *or online at www.thesaratogahotel.com and requesting the following* ***Group Code: ACOH***

ROOM RATES:

# Rooms	*Room Type*	*Single/Double*
_____	Hotel Room	$165.00

The charge for each additional person 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. Self Parking is available for hotel guests at $10.00 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: □ 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 _____ Smoking

_____ 2 Double Beds _____ Non Smoking _____ 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