

Lodging Request Form 2008

New York Library Association

November 5 - 8, 2008 / Saratoga Springs, NY

DEADLINE: RECEIVED BY OCTOBER 14, 2008

Reservations will be accepted by reservations form or online at <http://www.discoversaratoga.org/NYLA>

For online reservations please enter access code: NYLA08

MAIL TO:

Saratoga Convention & Tourism Bureau

NYLA Housing

60 Railroad Place, Suite 300

Saratoga Springs, NY 12866

FAX: 518-584-2969

(NO PHONE RESERVATIONS ACCEPTED)

Name of Primary Occupant: _____
(Please Print or Type) Last First

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Email address _____

Occupants

If you will be sharing a room, please indicate occupants:

1. _____
2. _____
3. _____
4. _____

Hotel Selection

If is not always possible to accommodate your first lodging choice. If your first choice is not available you will be placed in the next available property.

1st Choice: _____ 2nd Choice: _____

SELECT TYPE OF ROOM DESIRED:

- Single (1 Person/1 Bed)
- Double (2 Persons/1 Bed)
- Double/Double (2 Persons/2 Beds)
- Triple (3 Persons/2 Beds)
- Quad (4 Persons/2 Beds)

PLEASE SEND ONLY ONE FORM PER ROOM

Arrival Date: _____

Departure Date: _____

Special Requests: _____

Note: Room type cannot be guaranteed

Hotel Information

NYLA is using the following properties to house 2008 Annual Conference participants.

The Saratoga Hilton

(Headquarter Hotel)

www.thesaratogahotel.com

Single: \$165

Double: \$180.00

3 Night Minimum

Holiday Inn

Saratoga Springs

www.holidayinn.com

Single: \$149.00

Double: \$149.00

The Courtyard by Marriott

Single: \$139

Double: \$139

Inn at Saratoga

Single: \$138

Double: \$148

To Guarantee Your Room

Credit Card Type: Visa Mastercard Discover American Express

Name (as it appears on the card): _____ Account Number: _____

Exp. Date: _____ Signature: _____

IMPORTANT NOTES:

Tax Exempt Policy: All reservations will be accepted on a first come, first served basis. All rates are per room night and do not include the applicable sales tax. Sales tax will be added where applicable. If you are employed by a not-for-profit organization and wish to have your room tax waived, payment must be made by the institution's check or credit card claiming tax exempt status and a copy of the organization's tax exempt form must be presented to your hotel prior to, or upon check-in.

Reservation Confirmation: The Saratoga Convention & Tourism Bureau will send the primary occupant listed above an acknowledgement that his / her lodging request has been received. **A confirmation will be sent to the primary occupant listed above by the hotel.**

Deposit: Regardless of how you will be making your payment, you **MUST** include a credit card number in order to receive a confirmation and guarantee your room.

Cancellations: All cancellations must be made in writing to the The Saratoga Convention & Tourism Bureau. After October 15, 2008 cancellations must be made directly with the lodging property assigned.