



To make your reservation, call 888-866-3596 and request the special Group Code: **AKMZ**

Room Block Cutoff Date: Monday, August 18, 2014

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

The Saratoga Hilton is serving as the convention's Headquarters Hotel. Rooms are limited and requests will be honored on a first come first served basis. When the room block is full, reservations will be referred to the overflow property.

ROOM RATES:

Arrival Tuesday, September 9 and departure Wednesday, September 10, 2014. Includes overnight room for 1 night plus applicable taxes. Lunch on September 10 is included with the event registration fee for the Transition Age Youth Institute.

<i>Run of House</i>	Single/Double Occupancy	\$155.00
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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.

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)

PARKING:

Self-parking for conference attendees is \$5.00 per vehicle per night.

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.**

Please mail any checks, and mail or fax purchase orders, vouchers, and tax exempt forms to the attention of In-House Reservations: **The Saratoga Hilton, 534 Broadway, Saratoga Springs, NY 12866 FAX: 518-584-7430**

Please be sure to include the reservation confirmation number, arrival date, and name of guest. Purchase orders and vouchers cannot be used to guarantee a reservation, but can be billed after the guest departs. When a credit card number is provided to guarantee a reservation, that card is not pre-charged, but used to guarantee against a no-show or late cancellation.

Reservation Guarantee:

All reservations must be guaranteed using a credit card. The card will not be pre-charged, only used to guarantee against a no-show or late cancellation. Visa, Master Card, American Express & Discover are all acceptable.

Purchase Orders:

Purchase Orders, checks 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, checks 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 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 check must be sent to the hotel **ATTN: Reservations**. To pay with organization's credit card, an **ST-119.1, credit card authorization form and Hilton Attestation Form** (which declares that the organization is the final and direct payer of hotel charges) must be submitted. **Please fax documents** with guest name, arrival date and confirmation number to (518) 584-7430. Please note that personal credit cards are not eligible for tax exempt purchases unless you are a state or federal government employee. If you are paying with a personal 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 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 is required for each individual.**