

Use These Tips When Making Hotel Reservations And Checking Into Hotels.



- **When making reservations at a hotel please ask for a State Government Rate.**
- **Make sure you know the cancellation policy. If you do not cancel a reservation you may be charged the first night' s stay.**
- **Ask for the best rate available. In some cases a local promotion may be less than your booked rate. Often a hotel will release a block of rooms being held for a meeting or convention at the last minute and a lower rate will be available.**
- **Be sure you know what your booked rate includes (breakfast, free local phone calls, etc.) to make sure you are getting the best rate.**
- **Guaranteed reservations with a credit card means that the hotel will hold the room until you arrive, no matter what time. It also means that if you don' t cancel according to the hotel' s policy, you will be charged for one night' s stay.**
- **The minimum time allowed for cancellation is shown on your itinerary; the time marked is the time at the hotel' s city not yours. For your convenience, the hotel address and phone number are provided on your itinerary if the hotel is booked through the travel agency.**
- **Confirmation numbers are proof of reservation. Provide this number to the front desk clerk.**
- **Don' t forget to bring a tax exempt form to avoid paying sales tax.**
- **Please review and initial your room rate prior to your check in.**