



ACTEA, Inc. Technical Assistance Conference
Reservation ID # 11K8BT
February 24, 25, 26, 2010

To make your conference reservations, please mail or fax (not both) this form to the address below. No telephone reservations will be accepted. We will make every effort to honor specific room requests based on availability. **Please send reservations for shared rooms at the same time.**

***PLEASE INCLUDE YOUR SCHOOL ADDRESS BELOW. PLEASE PRINT OR TYPE YOUR INFORMATION.**

The Desmond Hotel, Reservations, 660 Albany-Shaker Road, Albany, NY 12211, Fax: 518-869-7659.

- In order to receive the identified conference rate, **reservations must be made prior to February 3, 2010 or until the room allotment is full, whichever occurs first.** After this date, all remaining rooms will be released and accommodations will be accepted on an availability basis only.
- Check-in time is 4:00 PM. Guest room availability and check-in cannot be guaranteed before that time. Check- out time is 12:00 PM. We will provide a room for luggage storage in the event that your group functions do not end prior to check- out.
- **Method of Guarantee & Payment:**
- **Rooms may not be guaranteed by a purchase order or a voucher.** A credit card or deposit is required to guarantee. However, personal checks will be accepted 14 days prior to check-in to guarantee a reservation and for payment. Personal checks may not be presented at the time of check out as a method of payment. **Please bring your completed tax-exempt form and a municipal form of payment i.e.: municipal credit card, municipal check or purchase orders. Your personal credit card may not be used as a valid method of payment with the municipal tax-exempt form.**

Name: _____

Roommate: _____

School Address: _____

Phone: _____ email _____

Early arrival rate for Tuesday, Feb. 23rd will be \$111.00, single or double occupancy.

Please select one of the following packages. THERE ARE NO EXCEPTIONS TO THE VARIOUS PACKAGES. Note that the packages include a \$175.00 per person conference registration fee that will be credited to the ACTEA master bill.

Package One: For arrival, **Wednesday, February 24, 2010** and departure, **Friday, February 26, 2010** - Includes overnight room for TWO nights, dinner for TWO nights, TWO breakfast buffets and ONE lunch as well as all service charges and taxes and a \$175.00 registration per person, per room.

____ Single Occupancy - \$593.00 per person ____ Double Occupancy - \$467.00 per person

Package Two: For arrival, **Wednesday, February 24, 2010** and departure, **Thursday, February 25, 2010** - Includes overnight room for ONE night, dinner for ONE night, ONE breakfast buffet and ONE lunch as well as all service charges and taxes and a \$175.00 registration per person, per room.

____ Single Occupancy - \$389.00 per person ____ Double Occupancy - \$325.00 per person

Package Three: For arrival, **Thursday, February 25, 2010** and departure, **Friday, February 26, 2010** - Includes overnight room for ONE night, dinner for ONE night, ONE breakfast buffet and ONE lunch as well as all service charges and taxes and a \$175.00 registration per person, per room.

____ Single Occupancy - \$411.00 per person ____ Double Occupancy - \$348.00 per person

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

Deposit/Guarantee:

____ Enclosed is my advanced deposit of \$100 made payable to The Desmond Hotel & Conference Center.

____ Guarantee my reservation to the credit card below. I have authorized this charge with my signature.

Credit Card# _____ Expiration Date _____

Signature _____ Print Name _____

Cancellation Policy:

You may cancel this reservation 72 hours prior to your check-in date without charge. Should you fail to arrive or cancel after 72 hours prior to the check-in date, you will be charged the entire package. In the event you need to leave or change your reservation once registered, the entire value of the package will be charged.

Thank you.