

## 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.**