

**USE THESE TIPS WHEN MAKING HOTEL RESERVATIONS  
AND CHECKING INTO HOTELS:**

1. When making reservations at a hotel please ask for a State Government Rate.
2. Don't forget to bring a tax exempt form to avoid paying sales tax. You should present this form to the hotel upon arrival.
3. Make sure that you know the hotel's cancellation policy. (If you do not cancel a reservation you may be charged the first night's stay).
4. Be sure you know what your booked rate includes (breakfast, free local phone calls, etc.) to make sure you are getting the best rate.
5. 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.
6. The minimum time allowed for cancellation is shown on your itinerary, the time marked is the time at the hotel's city not yours.
7. Confirmation numbers are proof of reservation. Provide this number to the front desk clerk and demand to be accommodated if there is any problem with your reservation.
8. Please review and initial your room rate prior to your check in.

