



Health Occupation Students of America (HOSA)

Arrival: Thursday, November 21, 2019 ~ Departure: Friday, November 22, 2019

Reservation Cut-Off Date ~ Thursday, October 31, 2019

Thank you for requesting reservations at the Hilton Garden Inn Troy. Our entire staff would like to extend a warm welcome to you during your upcoming conference.

Your reservations will be confirmed upon receipt of a credit card guarantee or purchase order for your reservation. Your deposit must be received within 15 days from the date your reservation is made. Credit card guarantee must be made at the time of booking. Advance deposits are refundable if you cancel at least three business days before your scheduled arrival date. You may send a check for your deposit or provide us with a completed purchase order or voucher along with a credit card to guarantee the reservation. Please complete the credit card information on this form to authorize using your credit card as a guarantee if not enclosing payment. **A Purchase Order must include name of guests, arrival & departure date, list of authorized charges, billing address, phone number, point of contact and signature of authorization. The original purchase order must be received 15 days prior to the guest's arrival. Wednesday evening room only -- \$ 108.00 per room (state officers, advisors and HOSA members)**

If more than one person will share the room, please include the names of the additional occupants. Check out time is 12 noon and rooms may not be available for check in until 3:00pm.

2019 HOSA Conference Package Room Rates

If this stay is tax exempt, a completed and signed NYS Tax Exemption certificate (ST-119) must accompany the reservation, or be presented 15 days prior to check-in. In order to have Tax Exempt Status you must present a school check, school credit card or a completed purchase order or voucher.

Single Occupancy

\$216.00 Based on Tax Exempt Status

\$237.60 with Taxes

Double Occupancy

\$324.00 Based on Tax Exempt Status
(\$162.00 per person)

\$356.40 with Taxes
(\$178.20 per person)

Triple Occupancy

\$432.00 Based on Tax Exempt Status
(\$144.00 per person)

\$475.20 with Taxes
(\$158.40 per person)

Quad Occupancy

\$540.00 Based on Tax Exempt Status
(\$135.00 per person)

\$594.00 with Taxes
(\$148.50 per person)

Package Includes accommodations on Thursday evening and Friday; lunch and dinner on Thursday; breakfast and box lunch on Friday, all administrative charges. Taxes will be added unless New York State Tax Exempt Certificate is submitted.

Make Check or Money Order Payable To:

Hilton Garden Inn Troy
235 Hoosick Street
Troy, New York, 12180

Do Not Send Currency

Required Credit Card Information:

I hereby authorize the Hilton Garden Inn Troy to guarantee my reservation to the following credit card:

Credit Card #: _____ Security Code _____

Authorized Signature: _____

Expiration Date: _____

HILTON GARDEN INN TROY • 235 HOOSICK STREET • TROY, N.Y. 12180 • (518) 272-1700 • FAX (518) 272-1701

VISIT OUR WEB SITE AT: WWW.TROY.HGI.COM



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Please Fax Both Forms to (518) 272-1701

PLEASE TYPE OR PRINT ON RESERVATION FORM ~ Please Make A Copy of This Form if Additional Rooms Are Needed
All Reservations will be made for Non-Smoking Rooms.

Please Make A Notation if You Are Arriving on Wednesday, November 20, 2019.

SCHOOL: _____ ADVISOR NAME: _____

SCHOOL ADDRESS: _____

SCHOOL PHONE: _____ SCHOOL FAX: _____

CELL PHONE: _____ EMAIL: _____

Advisors / Chaperones / Bus Drivers ~ Maximum of Four (4) People to a Room

Date of Arrival: _____ Date of Departure: _____

Rm #1 _____

Special Requests: _____

Students ~ Maximum of Four (4) People to a Room

Rm #2 _____

Rm #3 _____

Rm #4 _____

Rm #5 _____

Special Requests: _____

Dietary Restrictions: _____

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