



New York HOSA Fall Leadership Conference 2024 Hotel Registration Instructions

All conference participants (HOSA Student Members, State Officers, Advisors, Chaperones, Guests and any other persons attending the conference) must be pre-registered. Chapters must pre-register with both the State Organization and with the hotel.

Hotel Reservation and Costs:

Hotel reservation forms are included in this PDF. Please complete for your participants.

NO RESERVATIONS WILL BE TAKEN OVER THE PHONE.

1. Advisors must register ALL conference attendees in [HOSA Apps](#).
2. Complete [Medical Release](#) and [Code of Conduct](#) form for ALL attendees. Scan and upload forms to HOSA.NYS.forms@gmail.com. It is recommended that you bring hard copies as well.
3. Advisors must make and be responsible for hotel reservations for your group by 5pm on Friday, October 25, 2024 using the Hotel Reservation Form and Credit Card Authorization Form. These forms must be emailed to: jbetit@desmondhotels.com.
4. Advisors are responsible to report any cancellations directly to the hotel in writing no later than 4pm on Thursday, October 31, 2024. After this date, the chapter is responsible for all fees for the reservations made.
5. For NYS Tax Exempt Organizations, Advisors must submit NYS Tax Exempt Certificates from their school when booking their reservation. The name on the NYS Tax Exempt Certificate must match the corresponding credit card. Form ST-129 is attached for your convenience.
6. The hotel package includes: lodging for 1 night (November 21, 2024) and 4 meals ~ Lunch and Dinner on Thursday, Breakfast and Lunch on Friday.

| Occupancy | Room Cost Per Person | Total per person including meals |
|-----------|----------------------|----------------------------------|
| Quad | \$34.75 | \$249.75 |
| Triple | \$46.33 | \$261.33 |
| Double | \$69.50 | \$284.50 |
| Single | \$139.00 | \$354.00 |

Room charges are paid directly to the hotel.

Hotel prices listed above do not include any applicable taxes.

\$215 registration fee per conference participant must be paid directly to New York HOSA.

The HOSA system will generate an invoice. Make checks payable to: "New York HOSA"

Mail checks to: New York HOSA, % Terry Mitchell, State Treasurer

4162 South Street Road, Marcellus, NY 13108



New York HOSA Fall Leadership Conference 2024 Hotel Registration Room Assignments

SCHOOL: _____

ADDRESS: _____

SCHOOL PHONE: _____ SCHOOL FAX: _____

ADVISOR NAME: _____

CELL PHONE: _____

E-MAIL: _____

ADVISORS / CHAPERONES / BUS DRIVERS (4 people per room Max)

Rm #1 _____

Rm #2 _____

Rm #3 _____

Students (4 people per room Max) - Please include names of all occupants

Rm #1 _____

Rm #2 _____

Rm #3 _____

Rm #4 _____

Rm #5 _____

Rm #6 _____

Rm #7 _____

Rm #8 _____

Special Requests/Dietary Restrictions must be made in advance – include individual names and restrictions. If more space is needed, please list on a separate sheet of paper.



CREDIT CARD AUTHORIZATION FORM

Card Number _____

Expiration Date _____ Security Code _____

Card Holder Name (Print) _____

Card Holder (Signature) _____

Billing Address of Credit Card _____

Name of Person Completing Form: _____

Date _____ Phone Number _____ Email _____

I hereby authorize Crowne Plaza Albany – The Desmond Hotel located at 660 Albany Shaker Road Albany, NY 12211 to charge this credit card as follows.

Please choose one of the following options. If Tax Exempt (T/E) please include your certificate with this form.

- Room and tax charges (no incidentals) Room charges (T/E, no incidentals)
Incidentals only Banquet charges only All charges on Master Bill

RES ID# _____

Date of Event Nov. 21-22, 2024

Group Name New York HOSA

Misc Notes



This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

| | | | |
|-----------------------------|--|--------------------|------------------------|
| Name of hotel or motel | | Dates of occupancy | |
| | | From: | To: |
| Address (number and street) | | City | State ZIP code Country |

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

| | | | |
|--|----------------|---------------------------------|---------------|
| Governmental entity (federal, state, or local) | | Agency, department, or division | |
| Employee name (print or type) | Employee title | Employee signature | Date prepared |

Instructions

Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the \$1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions **do not** qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.