

**Attachment A**

**Health Occupation Students of America (HOSA)**

**Arrival: Thursday, November 9, 2017 ~ Departure: Friday, November 10, 2017**

**Reservation Cut-Off Date ~ Wednesday, October 26, 2017**

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 -- $110.00 per room (state officers, advisors and HOSA/HWNY 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.

**2017 HOSA/HWNY 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** **Double Occupancy**

$212.00 Based on Tax Exempt Status $235.32 with Taxes $314.00 Based on Tax Exempt Status $348.54 with Taxes

($157.00 per person) ($174.27 per person)

**Triple Occupancy** **Quad Occupancy**

$416.00 Based on Tax Exempt Status $461.76 with Taxes $518.00 Based on Tax Exempt Status $574.98 with Taxes

($138.67 per person) ($153.92 per person) ($129.50 per person) ($143.75 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.*

## 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Make Check or Money Order Payable To:***

Hilton Garden Inn Troy

235 Hoosick Street

Troy, New York, 12180

**Do Not Send Currency**

**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](http://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 8, 2017.**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADVISOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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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