Hotel Registration Procedures

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 online at the New York HOSA Website. Please complete for your participants. NO RESERVATIONS WILL BE TAKEN OVER THE PHONE.

1) Advisors must make and be responsible for hotel reservations for your group by 4pm on February 27, 2026 **using the Hotel Reservation Form**
2) Advisors are responsible to report any **cancellations directly to the hotel in writing** no later than **4pm on THURSDAY, MARCH 19, 2026**. After this date, the chapter is responsible for all fees for the reservations made.
3) Advisors wishing to room students with students from other schools will make these arrangements independently. NY HOSA or the hotel staff will not do it.
4) All Advisors will be placed near their students' rooms.
5) For NYS Tax Exempt Organizations, Advisors must submit NYS tax Exempt Certificates from their school in advance. The name on the NYS Tax Exempt Certificate must match the corresponding school check and/or school credit card. **Completed Purchase Orders from schools will be accepted if they are submitted to the hotel by FEBRUARY 27, 2026.** Personal credit cards, personal checks, money orders and cash are not tax exempt and will be subject to all taxes.
6) Monday (03/23/26) evening room only - $122 per room (state officers, advisors and HOSA members) plus tax if applicable
7) The hotel package includes: lodging for 2 nights (MARCH 24 AND MARCH 25, 2026 and 6 meals ~ Dinner on Tuesday, Continental Breakfast, Lunch & Dinner on Wednesday and Continental Breakfast & Lunch on Thursday.

Occupancy Type	Tax Exempt Rates		Non-Tax Exempt Rates with taxes	
	Room Total	Per person	Room Total	Per person
Single	$489.70	$489.70	$550.84	$550.84
Double	$735.40	$367.70	$816.20	$408.10
Triple	$1,001.10	$333.70	$1,104.96	$368.32
Quad	$1,266.80	$316.70	$1,393.76	$348.44

- Telephones will be turned off so that no incidental charges may be incurred.

ALL FORMS OF PAYMENT PAYABLE TO:
DoubleTree by Hilton Syracuse
6301 State Route 298
East Syracuse, NY 13057
Phone: (315) 432-0200

DOUBLETREE BY HILTON

Please fax completed forms to:
(315) 433-1210
ATTN: BETH BARTLETT

2026 HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)

Arrival: Tuesday, March 24, 2026 Departure: Thursday, March 26, 2026
Reservation Cut off –4pm, Friday, FEBRUARY 27, 2026
If the room block becomes full before 2/24/26, the hotel will assist you in finding alternative sleeping accommodations.

A valid form of payment to cover the entire cost of stay must be sent with your reservation form for reservations to be made. If paying with a credit card, please fill-in the credit card information below to authorize the hotel to charge the card. Purchase Orders/Vouchers must include arrival and departure dates, list of authorized charges, number of rooms with occupant names, billing address, phone number, point of contact, and signature of authorization. If Tax exempt, a valid NYS tax exempt certificate (ST 119) must be received with payment. If no tax exempt form is provided, rates are subject to New York State Sales Tax.
Check-in time begins at 4pm. Check-out time is 11AM.

2026 HOSA Conference Package Room Rates

IF PAYING WITH CASH OR PERSONAL CHECK, YOU ARE NOT NYS TAX EXEMPT AND WILL BE RESPONSIBLE FOR THE FULL NON-TAX EXEMPT PACKAGE PRICE.

MINIMUM & CANCELLATION: The full 2-night package must be purchased (there is no 1-night packages/pricing available). Cancellations will be accepted until 5pm on THURSDAY, MARCH 19, 2026. After THURSDAY, MARCH 19, 2026 CANCELLATIONS WILL NO LONGER BE REFUNDED– No exceptions.

	TAX EXEMPT PRICE	NON-TAX EXEMPT PRICE
SINGLE OCCUPANCY	$489.70	$550.84
DOUBLE OCCUPANCY	$735.40 ($367.70 per person)	$816.20 ($408.10 per person)
TRIPLE OCCUPANCY	$1001.10 ($333.70 per person)	$1104.96 ($368.32 per person)
QUAD OCCUPANCY	$1266.80 ($316.70 per person)	$1393.76 ($348.44 per person)

If arriving on Monday, March 23, 2026 the following room rates will apply: $122 Single/Double/Triple/Quad. Rates are subject to 17% tax.
Conference rates include: accommodations on Tuesday & Wednesday evenings, Dinner on Tuesday, Breakfast, Lunch & Dinner on Wednesday, Breakfast & Lunch on Thursday. All administrative charges and taxes included. ***LIST DIETARY RESTRICTIONS ON THE RESERVATION FORM ON THE NEXT PAGE.***

Indicate your payment method below

Cash	☐
Check	☐
Credit Card	☐
Purchase Order	☐

Personal checks are NOT tax Exempt

Credit Card Information:
I hereby authorize Doubletree by Hilton Syracuse to guarantee my reservation to the following credit card:

Credit Card #: _____

Authorized Signature: _____

Expiration Date: _____

INVOICE REQUEST?

YES	NO
☐	☐

Please Note: ***We strongly discourage the use of debit cards. When using a debit card, the hotel will authorize & charge the full amount of the stay at time of reservation. The use of a debit card is similar to paying by check whereas the money will automatically be taken out of your account.***

ALL FORMS OF PAYMENT PAYABLE TO:
DoubleTree by Hilton Syracuse
6301 State Route 298
East Syracuse, NY 13057
Phone: (315) 432-0200
syracuse.doubletree.com

DOUBLETREE BY HILTON
Syracuse

Please fax completed forms to:
(315) 433-1210
ATTN: Beth Bartlett

2026 HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)
Arrival: Tuesday, March 24, 2026 Departure: Thursday, March 26, 2026
Reservation Cut Off –4pm, Friday, February 27, 2026
Check-in time begins at 4pm. Check-out time is 11sm.
Please type or print on reservation form. Make a copy of this form if additional rooms are needed. All reservations will be made for non-smoking rooms.
Please indicate by circling 'Y or N' below if you arriving on Monday, March 23, 2026.

SCHOOL: _____ ADVISOR NAME: _____

ADDRESS: _____

SCHOOL PHONE: _____ SCHOOL FAX: _____

CELL PHONE: _____ E-MAIL: _____

ADVISORS/CHAPERONES/BUS DRIVERS (4 people per room Max)
Arriving 3/23/26? *Indicate below by circling Y/N*

Y/N Rm #1 _____ _____ _____ _____

Y/N Rm #2 _____ _____ _____ _____

Y/N Rm #3 _____ _____ _____ _____

STUDENTS (4 people per room Max) – Please include all names of occupants
Arriving 3/23/24? *Indicate below by circling Y/N*

Y/N Rm #1 _____ _____ _____ _____

Y/N Rm #2 _____ _____ _____ _____

Y/N Rm #3 _____ _____ _____ _____

Y/N Rm #4 _____ _____ _____ _____

Y/N Rm #5 _____ _____ _____ _____

Y/N Rm #6 _____ _____ _____ _____

Y/N Rm #7 _____ _____ _____ _____

Y/N Rm #8 _____ _____ _____ _____

Special Requests/Dietary Restrictions must be made in advance – include individual names & restrictions. Hotel will provide special meal tickets at check-in. If more space is needed, please list on a separate sheet of paper.

Department of Taxation and Finance

New York State and Local Sales and Use Tax

Exemption Certificate for Occupancy By Government Employees

ST-129
(3/25)

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, short-term rental unit operator, or booking service	Dates of occupancy
DoubleTree by Hilton Syracuse	From: To:

Address *(number and street)*	City	State	ZIP code	Country
6301 State Route 298	East Syracuse	NY	13057	USA

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)*	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 renting a room or rooms in a hotel or short-term rental unit, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the $1.50 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 or rooms in a hotel or short-term rental unit

Complete all information requested on the form. Provide the completed Form ST-129 to the hotel operator, short-term rental unit operator, or booking service upon booking or check in. You must also provide the operator or booking service 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 operator, short-term rental unit operator, or booking service.

To the hotel operator, short-term rental unit operator, or booking service

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 booking.

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*.

Misuse of this certificate

Misuse of this exemption certificate may subject you to serious civil and criminal sanctions in addition to the payment of any tax and interest due. These include:

- a penalty equal to 100% of the tax due;
- a $50 penalty for each fraudulent exemption certificate issued; and
- criminal felony prosecution, punishable by a substantial fine and a possible jail sentence.

Substantial penalties will result from misuse of this certificate.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, Privacy Notification. See Need help? for the Web address and telephone number.

Need help?

Visit our website at ***www.tax.ny.gov***

- get information and manage your taxes online
- check for new online services and features

Telephone assistance

Sales Tax Information Center:	518-485-2889
To order forms and publications:	518-457-5431
Text Telephone (TTY) or TDD equipment users	Dial 7-1-1 for the New York Relay Service