

**NYS Athletic Administrators 2017 Conference**  
**March 13, 2017 - March 19, 2017**

**Reservation Guarantee:**

All reservations must be guaranteed using a credit card or advance deposit.

**Purchase Orders:**

Purchase Orders or Vouchers are not accepted for guarantee but may be used for payment if submitted to the hotel at least 48 hours prior to arrival. These cannot be accepted at check-in.

**When sending these documents, please be sure to include name and confirmation number.**

Guests will be penalized for early departure. All reservations must be guaranteed for the entire stay. Unless the reservation is changed prior to check-in, guests having an early departure will be charged the full room rate for their entire scheduled stay.

Please indicate the appropriate credit card information below. Visa, Master Card, American Express & Discover are all acceptable. Or send a check or money order in the amount of one night's stay.

**Cancellation Policy:**

**Tax Exempt Procedures:**

If your **Exempt Organization** is paying for your stay, the following procedures apply: If payment is by the Organization's Check, a completed **ST-119.1** and the Organization's Check must be sent with this form. All other method of payments sent with a completed **ST-119.1** must be accompanied by the **Hilton Attestation Form**, which declares that the organization is the final and direct payer of hotel charges. **If you are paying with a credit card or cash, and you are a government employee of the United States, New York State, or a Political Subdivision of New York State:**

A fully completed ST-129 Exemption Certificate must be received with this form, and **must be signed by the individual staying in the room.**

If more than one person or exempt organization is paying for this reservation, a separate exemption certificate and the appropriate documentation is required for each individual.

**Room Block Cutoff Date:**

**February 11, 2017**

Please reserve your room before this date to secure the group rate.

The Saratoga Hilton is serving as the convention's Headquarters Hotel. Rooms are limited and requests will be honored on a first come first served basis. When the room block is full, reservations will be referred to the overflow property

**ROOM RATES:**

Hotel Room	\$133.00 single/double
Junior Suite	\$163.00 single/double

The charge for each additional person is \$15.00 per person per night. Children under eighteen (18) years of age may stay free in their parent's room using existing bedding. Additional bedding is \$15.00 per night per bed. (Limitations apply)

Room rates are subject to combined taxes of 13% unless tax-exempt status has been approved – see tax-exempt information. Such tax is subject to change without notice.

Self Parking Complimentary parking for day and overnight attendees.

Reservations may be made online-

<https://resweb.passkey.com/go/NYSAAA2017>

Or by calling 888-866-3596 and requesting the special **Group Code: ALPP**

**Cancellation Policy:**

**Cancellations less than forty-eight (48) hours prior to the scheduled arrival date will result in forfeiture of your deposit.** If a credit card was used to guarantee the reservation, a charge equal to one night's stay will be applied to the credit card. All reservations must be guaranteed for their duration. Arrival and departure dates may only be amended prior to check-in. **Guests departing prior to their reserved departure date will be charged the full room rate for their entire scheduled stay.**

Please mail any checks, and mail or fax purchase orders, vouchers and tax exempt forms to the attention of In-House Reservations:

**The Saratoga Hilton**  
**534 Broadway Saratoga Springs NY 12866.**  
**Fax: (518) 584-7430.**

**Please be sure to include the reservation confirmation number, arrival date, and name of guest.** Purchase orders and vouchers cannot be used to guarantee a reservation, but can be billed after the guest departs. When a credit card number is provided to guarantee a reservation, that card is not pre-charged, but used to guarantee against no-show or late cancellation.