

2008 NYAIL CONFERENCE

HOTEL RESERVATION FORM

September 8-10, 2008

The Desmond Hotel & Conference Center

Group Reservation ID #11C61K



In order to receive the special conference rate, please mail or fax (not both) this form to the address below to place your reservation. You may also place your reservation by calling the hotel directly at (800) 448-3500. Refer to group ID# 11C61K when making your reservation. We will make every effort to honor specific room requests based on availability. **Please send reservations for shared rooms at the same time.**

The Desmond Hotel, Reservations
660 Albany-Shaker Road • Albany, NY 12211
Fax: 518-869-7659

Check-in time is 4:00 PM. Guest room availability and check-in cannot be guaranteed before that time. Check-out time is 12:00 PM. We will provide a room for luggage storage in the event that your group functions do not end prior to check-out.

In order to receive the identified conference rate, **reservations must be made prior to August 18, 2008 or until the room allotment is full, whichever occurs first.** After this date, all remaining rooms will be released and accommodations will be accepted on an availability basis only. **Please note:** A limited number of accessible sleeping rooms are available on a first-come, first-served basis.

METHOD OF GUARANTEE & PAYMENT

Rooms may not be guaranteed by a purchase order or a voucher. A credit card or deposit is required to guarantee. However, personal checks will be accepted 14 days prior to check-in to guarantee a reservation and for payment. Personal checks may not be presented at the time of check-out as a method of payment. **If you are tax-exempt, please bring your completed tax-exempt form and form of payment from your organization (e.g. credit card, check, or purchase order). Your personal credit card may not be used as a valid method of payment with the organization tax-exempt form.**

RATES

- Single Occupancy: \$139.00
- Double Occupancy: \$139.00

NAME: _____

ROOMMATE: _____

ADDRESS: _____

PHONE: _____

ARRIVAL DATE: _____

DEPARTURE DATE: _____

DEPOSIT/GUARANTEE

- Enclosed is my advanced deposit of \$139.00 (\$157.07 inclusive of the 14% state/local taxes if not tax exempt) made payable to The Desmond Hotel and Conference Center
- Guarantee my reservation to the credit card below. I have authorized this charge with my signature.

CREDIT CARD#: _____

EXPIRATION DATE: _____

SIGNATURE: _____

PRINT NAME: _____

CANCELLATION POLICY

You may cancel this reservation up to 4:00 PM on the day of arrival without charge. Should you fail to arrive or cancel after 4:00 PM on the day of arrival, you will be charged for one the above rates plus the 14% state and local taxes.