

**SUNY CDO CONFERENCE**  
**HOTEL RESERVATION REQUEST FORM**

33<sup>rd</sup> Annual SUNY Career Development Organization Conference, June 3-5, 2009  
"Passion for Excellence"

Watkins Glen Harbor Hotel • 16 North Franklin Street • Watkins Glen, New York 14891  
Fax: 607-535-6188 • www.watkinsglenharborhotel.com

**Rates include: Two nights' lodging, meals daily starting with lunch on Wednesday, June 3<sup>rd</sup> through breakfast on Friday, June 5<sup>th</sup>, and coffee breaks.**

**Spouse registers as a double and the rate includes meals** (note: the rate does not include the Thursday Reception Cruise on Seneca Lake).

Single Occupancy Package – Per Room, Per Stay  
\$378.00 – Standard Room

Double Occupancy Package – Per Person, Per Stay  
\$249.00 – Standard Room

**Additional Night: Tuesday, June 2<sup>nd</sup>:**

Single Occupancy – Per Room, Per Night  
\$129.00 – Standard Room

Double Occupancy – Per Person, Per Night  
\$64.50 – Standard Room

By checking this box, I am certifying my affiliation with a tax exempt organization. It is understood that a separate exemption certificate is required from each individual claiming exemption. Please fax your ST-129 form to the hotel with your reservation request form. Failure to produce the appropriate paperwork (see separate form available on the SUNY CDO web site) will result in the individual being charged New York State and County tax.

**PLEASE PRINT OR TYPE**

Name:	
Address:	
City, State, Zip:	
Home Phone:	Office Phone:
Arrival Date:	Office Fax:
Departure Date:	Email Address:

Sharing Room With ↓

Name:

**SEE PAGE 2 FOR DEPOSIT/PAYMENT INFORMATION.**

## SUNY CDO CONFERENCE

### June 3-5, 2009

**Method of Deposit Payment:**

Check:	Amount:
Credit Card Type:	Name on Credit Card:
Credit Card No.:	
Expiration Date:	Signature:

- ➔ When reservations are made, a deposit (equaling one night at the single/double rate) will be applied to the credit card to guarantee the rooms.
- ➔ Reservations received after Friday, May 1, 2009 will be accepted upon availability.
- ➔ Cancellations must be received no later than 14 days prior to the individual's arrival date. After this date, cancellations will be subject to the forfeiture of the deposit.
- ➔ Individuals categorized as a "no show" will be billed in full.
- ➔ Final payment arrangements for your stay will be required upon arrival in the form of cash or major credit card. An imprint of a credit card is requested at check in for incidentals that may be charged to your room (even if paying with cash).
- ➔ Check in time is 4:00 PM and check out time is 11:00 AM.
- ➔ Please include your NYS tax-exempt form ST-129 with your hotel registration. This form is available on the SUNY CDO web site at <http://www.sunycdo.org>.

**\*\*\*Phone Reservations Will NOT Be Accepted\*\*\***  
**PLEASE MAIL, or FAX BOTH PAGES**  
**OF THIS FORM, YOUR TAX EXEMPT FORM AND YOUR DEPOSIT TO:**  
 The Watkins Glen Harbor Hotel  
 Attn: Jill Handley  
 16 North Franklin Street  
 Watkins Glen, New York, 14891  
 Fax: 607-535-6188  
 Email: [jhandley@harthotels.com](mailto:jhandley@harthotels.com)  
**DEADLINE: FRIDAY, MAY 1, 2009**