

**EXHIBITOR/SPONSOR/EMPLOYER**  
**HOTEL RESERVATION REQUEST FORM**

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

Watkins Glen Harbor Hotel • 16 North Franklin Street • Watkins Glen, New York 14891

Fax: 607-535-6188 • [www.watkinsglenharborhotel.com](http://www.watkinsglenharborhotel.com)

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

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

**PLEASE PRINT OR TYPE**

Company/Organization:	
Name:	
Address:	
City, State, Zip:	
Phone:	Fax:
Arrival Date:	Departure Date:
Total Number of Nights:	Email Address:
Sharing Room With:	

**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.

**\*\*\*Phone Reservations Will NOT Be Accepted\*\*\***  
**PLEASE MAIL, or FAX THIS 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**