



HOSPITALITY SUITE RESERVATION FORM FOR VENDORS



Book early to ensure your preferred room(s) is available!

Hospitality suites at the Hershey Lodge must be reserved through PSATS and cannot be reserved through the online Group Reservation System. There are limited rooms available for hospitality suites, and reservations will be taken in the order received.

Hospitality suites must be open (at a minimum) Sunday, Monday, and Tuesday evenings, April 14-16, 2019.

No room deposit is required. The credit card information that you enter below will guarantee your reservation.

Complete the following – ***all fields are required:***

Company: _____

Contact Person: _____

Mailing Address: _____

Contact Phone: (____)_____ Contact Email: _____

Room Number(s) Preference (PSATS will make every effort to accommodate your request; however, the rooms requested cannot be guaranteed): _____

Arrival Date: _____ Departure Date: April 17, 2019

Number of Occupants: _____ Number of Beds: _____

Names of Room Occupant(s) (must be registered for Conference):

Select Hospitality Room Type:

- 1 Single- or Double-Occupancy Room
- 2 Connecting Sleeping Rooms
- Hospitality (1 Parlor and 1 Sleeping Room)

Credit Card Information to Guarantee Your Reservation:

Method of payment: Visa MasterCard Discover American Express

Card number: _____

Security code (3 or 4 digits depending on card): _____ Expiration date (mm/yy): __ __ / __ __

Print name as it appears on card: _____

Cardholder's address as it appears on statement: _____

Cardholder's signature: _____

Note: Depending on what suite you reserve, the Hershey Lodge may charge you \$200 for moving furniture in that suite to set it up for a hospitality function. For questions about your suite and whether this charge will apply, call Ginni Linn at PSATS at (717) 763-0930, ext. 127.

Return this form to PSATS no later than the close of business **February 1, 2019.**

By fax:
(717) 763-9732

By mail:
Ginni Linn
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Enola, PA 17025

By email:
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