



# 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. Suites range in price from \$200 to \$500 per night, plus 6% sales tax and 5% hotel occupancy tax. For more information about room rates, call Mary Lehane at PSATS. See number at bottom.

*Hospitality suites must be open (at a minimum) Sunday, Monday, and Tuesday evenings, May 3-5, 2020.*

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: May 6, 2020

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 Mary Lehane at PSATS at (717) 763-0930, ext. 107.

Return this form to PSATS no later than the close of business **February 3, 2020.**

**By email:** [mlehane@psats.org](mailto:mlehane@psats.org)

**By fax:** (717) 763-9732