

Thank you for participating in the 115th Annual IACP Hotel Lottery Drawing. Travel Planners is pleased to be the official housing partner for the 115th Annual IACP Conference and we look forward to handling the **Wisconsin / Minnesota Chiefs of Police Assns.** group accommodations for this event. This is your official notice confirming your room block assignment and providing you with access details to your reservation. Please save this notice for your records and make note of the following:

I will be your Group Representative, and my contact information is as follows:

Name: Nicole Pemberton
Phone: 877-IACP-123, ext. 2176
E-mail: npemberton@tphousing.com
Fax: 212-779-6129

- Based on the lottery drawing a block of **150** rooms has been set aside at the **San Diego Marriott Hotel & Marina** for **Wisconsin / Minnesota Chiefs of Police Assns.**. Room rates are as follows.
 - Single (1 person 1 bed): \$249.00
 - Double (2 people 1 bed): \$249.00
 - Twin (2 people 2 beds): \$249.00
 - Triple (3 people 2 beds): \$269.00
 - Quad (4 people 4 beds): \$289.00
- **May 14, 2008** – Web links go live! To make an online reservation within your room block please log on to your personalized webpage at: <http://www.tphousing.com/WI-MN>. Booking instructions are provided on the site but if you have any questions please contact your Travel Planners Group Representative. (*If would also like to receive a housing form, please contact your Travel Planners representative*)
- **July 31, 2008** – All rooms must have occupant names and a method of guarantee. Any rooms not accounted for by this date will be released for the general membership- unless an extension is requested in writing.
- **August 25, 2008** - Occupant names and guarantee due on remaining rooms for groups who requested extension- no exceptions after this date. **All unoccupied rooms will be released.**
- **October 17, 2008** - Rooms booked by August 25, 2008 will receive revised confirmations which will include the actual hotel confirmation number. Confirmations for any rooms booked after August 25, 2008 will be received as soon as Travel Planners obtains them from the hotel.
- **Cancellation/Early Departure Policy:** Your reservation must be cancelled no later than 3:00 PM local hotel time, 72 hours prior to arrival in order to avoid a cancellation penalty of 1 night's room and tax. Departures prior to the departure date confirmed by the hotel at check-in will result in a charge of n/a.

Please do not hesitate to contact me should you have questions or concerns regarding this information. I look forward to working with your group!