

From: vrosalez@tphousing.com
To: fsleeter@hotmail.com
Date: Mon, 3 May 2010 10:13:33 -0400
Subject: IACP 2010 ROOM BLOCK CONFIRMATION

Thank you for participating in the 117th Annual IACP Hotel Lottery Drawing. Travel Planners is pleased to be the official housing partner for the Annual IACP Conference and we look forward to handling the **Wisconsin - Minnesota - Arizona** group accommodations for this event. This is your official notice confirming your room block assignment(s) and providing you with access information:

I will be your IACP Reservation specialist, and my contact information is as follows:

Name: **Valeria Rosalez**
Phone: 877-IACP-123, ext. **2107**
E-mail: vrosalez@tphousing.com

- Based on the lottery drawing a block of **90** rooms has been set aside at the **Doubletree Resort Orlando fmlly Intl Plaz** for **Wisconsin - Minnesota - Arizona**. Room rates are as follows.
 - Single (1 person 1 bed): **\$99.00**
 - Double (2 people 1 bed): **\$99.00**
 - Twin (2 people 2 beds): **\$99.00**
 - Triple (3 people 2 beds): **\$99.00**
 - Quad (4 people 4 beds): **\$99.00**
- To make a reservation within your room block please use the personalized webpage at: www.tphousing.com/wi-mn-az/. You and your membership will be able to access the room block 24 hours, 7 day a week. Booking instructions are provided on the site but if you have any questions please contact your IACP Reservation specialist. ***(If would also like to receive a housing form, please contact your IACP Reservation Specialist)***

IMPORTANT DATES:

- **July 30, 2010** – All rooms must have occupant names and a method of guarantee. Rooms not accounted for by this date will be released unless an extension is requested in writing.
- **August 20, 2010** – Occupant names and guarantee due on remaining rooms for groups who requested extension- no exceptions after this date. **All unoccupied rooms will be released.**
- **September 3, 2010** – If paying by check, your check deposit for 1st night room and tax must be received at TP by this date.
- **October 8, 2010** – Rooms booked by August, 20, 2010 will receive updated confirmations which will include the actual hotel confirmation number. Confirmations for any rooms booked after August, 20, 2010 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, **24 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 \$50.00.

BEST,

VALERIA ROSALEZ | Group Coordinator

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