

Annual Convention Housing Policy

District Clerk Only Roundtable <mail@nyssba.ning.com>

Thu 7/12/2018 1:53 PM

To: lpdistrictclerk <lpdistrictclerk@lpcsd.org>;

New Policy Instituted for 2018 Annual Convention Housing

There is now a one night, non-refundable deposit for each room booked

How to Reserve Your Room

Each individual must be registered for the convention before a room can be booked. A computer-generated registration confirmation will be emailed after each registration is completed. It will include lodging information. To secure the negotiated rate all room reservations must be made by the reservation cut-off date listed below. After the cut-off date, reservations will be accepted based upon availability and at prevailing rate. Note: Rooms may sell out prior to respective cut-off dates based upon demand.

No Housing Bureau In 2018

A housing bureau has not been contracted to secure lodging for NYSSBA's 99th Annual Convention & Education Expo in NYC. If you are contacted by a company making that claim, do not reserve with them. There is no guarantee you will be given the negotiated group rate or cancellation privileges.

Non-refundable Deposit Required

A per room non-refundable deposit equal to one night's stay is required to guarantee each room at the time of booking. Deposits will be accepted via Visa, MasterCard, American Express or Discover. Purchase orders will not be accepted.

Balance Payment By District Check

For balance payment by district check, send the check with a copy of the tax exempt form and confirmation(s) to the hotel by Tuesday, September 4, 2018. Hotels will not apply check payments that have not cleared the financial institution. If a balance remains upon check-in, a credit card must be presented for payment. It is recommended to take a tax exempt form to check-in.

Tax Exemption

Hotels will honor tax exempt status for charges paid with district credit cards. Tax will be removed at hotel check-in with presentation of a signed exemption certificate. Those paying with personal credit cards will incur current state and local taxes.

Hotel Options

Sheraton New York Times Square Hotel (Host Hotel)

811 7th Ave 53rd Street, New York, NY 10019

(212) 581-1000 (general info line; reservations must be made online)

[Hotel web site](#) (for general info; reservations link will be available in registration confirmation email July 16, 2018 or later)

Rate: \$325 single/double occupancy; \$355 triple occupancy; \$385 quadruple occupancy

Reservation cut-off date: Tuesday, September 4, 2018

Early departure fee: \$150 (departure prior to confirmed check-out date)

All cancellations will forfeit deposit equal to one night's stay per room.

New York Hilton Midtown (Overflow Hotel)

1335 Avenue of the Americas, New York, NY 10019

(212) 586-7000 (general info; reservations must be made online)

[Hotel web site](#) (for general info; reservations link will be available in registration confirmation email July 16, 2018 or later)

Walk to Sheraton: 0.1 miles / 3 minutes

Rate: \$329 single/double occupancy; \$349 triple occupancy; \$369 quadruple occupancy

Reservation cut-off date: Wednesday, October 3, 2018

Early departure fee: \$329

All cancellations will forfeit deposit equal to one night's stay per room.

Cancellation and/or Changes to Registrations for Convention

All cancellation or change requests must be made in writing to NYSSBA no later than Friday October 12, 2018 at conventionchanges-cancellations@nyssba.org.

Cancellation requests received on Friday October 12, 2018 or before, will be refunded less a cancellation fee as follows:

- Cancellation of Convention Registration = \$100 fee
- Cancellation of Pre-Convention School Law Seminar = \$50 fee
- Cancellation of Pre-Convention Communications Workshop = \$35

All cancellation requests received on Saturday, October 13, 2018 and beyond, will not be refunded.

Visit District Clerk Only Roundtable at: http://nyssba.ning.com/?xg_source=msg_mes_network

To control which emails you receive on District Clerk Only Roundtable, [click here](#)