

**Competing Chorus
Housing Information**

SWEET ADELINES INTERNATIONAL

**65th Annual Convention and Competition
Houston, Texas ♪ October 17-23, 2011**



Competing Chorus Housing Information



ATTENTION:

You are responsible for all information included in this document. Please read it carefully and return forms as required. If you have any questions, please contact Nancy Alloway in the Meetings and Corporate Services Department.

- *E-mail Nancy Alloway—
nancy@sweetadelineintl.org*
- Toll-Free: (800) 992-7464 ext. 136
- Direct: (918) 388-8036

Please let me know that you have received this information. To send an e-mail confirmation of receipt of this document, please e-mail nancy@sweetadelineintl.org and write "Received Competing Chorus Information" in the subject line. Be sure to include the name of your chorus in the body of the e-mail.

INFORMATION OVERVIEW

CONGRATULATIONS

on your eligibility to compete in the 2011 International Competition in Houston, Texas.

This document will provide the information you will need as you prepare to attend competition.

Review the items listed in the information overview below.

Housing Information

This section contains information and forms you will need to complete and return prior to receiving a hotel assignment. **Read all information carefully.** The forms listed in this section must be returned to International Headquarters no later than **December 17, 2010.**

Timeline

The timeline indicates the critical deadlines related to housing.

Chorus Room Block Request Form

This form must be completed and returned by the deadline date in order to determine your chorus sleeping room needs and hotel requests in Houston.

Meeting Room Space Request Form

This form must be completed and returned by the deadline date in order to determine your chorus meeting room needs for meals and riser rehearsal space in Houston.

International Riser Rehearsal Request Form

This form must be completed and returned by the deadline date in order to reserve time on the International Risers in Houston.

Registration Information

In this area, you will find tools to register your chorus and others for convention in Houston. Please refer to the Registration Information section for registration forms and helpful information for the registration process.

Timeline

The timeline indicates the critical deadlines related to registration.

Registration Form

Use the Houston registration form to indicate the number of people you are registering and your method of payment. It should be used as a summary sheet for your chorus registration.

Competing Chorus Registration Spreadsheet

Use the spreadsheet to list your competing chorus members, non-competing members, friends and family.

Release of Claims Signature

All members must sign the release of claims. Non-members do not need to sign the release of claims. The signatures can be compiled on the registration spreadsheet.

TIMELINE

December 17, 2010*

Return forms with hotel selections, number of rooms needed, function space requirements, and riser rehearsal times.

January 2011*

- Receive hotel confirmation letter with room block agreement.
- Receive instructions to enter chorus room block reservations in housing system online (Passkey).

March 11, 2011*

All chorus hotel room reservations must be entered in Passkey.

March 21, 2011*

Housing opens to the general membership.

April 4, 2011*

Deadline for early registration for convention.

May 1, 2011*

Cancellation fees begin for rooms canceled within your chorus room block.

July 29, 2011*

- Deadline to make changes to seating within chorus block.
- Deadline to add/change names in chorus block of tickets.

August 2011*

- Music Services competitor information packet mails.
- Convention registration packets mail to continental US residents only.

September 16, 2011*

Deadline to make changes to hotel reservations through Passkey.

September 28, 2011*

Date to contact hotel directly for room reservation changes or cancellations.

*Date subject to change

International Headquarters Contact

Nancy Aloway

Meetings & Exhibits Coordinator

Direct: (918) 388-8036

Toll-free: (800) 992-7464

Fax: (918) 388-8083

E-mail: nancy@sweetadelineintl.org

Housing 101

WHAT IS A HOUSING BLOCK AND SUB-BLOCK?

A housing block is a group of sleeping rooms at a special negotiated rate that are removed from the hotel's general inventory of rooms available for sale. These rooms are held until a specified contracted date and then released back to the hotel for sale.

In a large event, such as the Sweet Adelines International Convention, the block is divided into sub-blocks with an exact number of rooms that will be assigned to specific groups – primarily competing choruses and quartets.

WHY IS A HOUSING BLOCK ESTABLISHED?

The activities of the Sweet Adelines International Convention require a large amount of meeting/event space with specific parameters. These requirements limit the cities and venues capable of hosting our event.

One priority of your planning team is to receive **complimentary** meeting space in the city selected to host the event. In order for the city to offer **complimentary** space, a certain number of hotel rooms must be guaranteed. Consequently, contracted hotel rooms play an important part in negotiating with the cities for **complimentary** convention space.

By guaranteeing hotels that we will use their facilities for a specified number of rooms per night, and by guaranteeing a certain number of food and beverage functions, the meeting space is made available to us at **no cost**.

Some cities also offer subsidies to help offset the rental cost of

the meeting space, exhibit hall rental and other expenses related to the event.

These agreements help us act as good financial stewards of the resources entrusted to us (i.e. the registration fees paid to stage the event) and decrease our exposure to financial liability.

WHY ARE CONTRACTS NECESSARY?

Contracting with hotels protects the Sweet Adelines room supply and protects against future rate increases. Without contracts, the hotels are free to sell rooms to anyone, potentially leaving Sweet Adelines International without rooms and/or meeting space.

HOW IS THE HOUSING BLOCK DETERMINED?

The number of sleeping rooms blocked is based upon past registration figures and our best projections for future attendance. Once these determinations are made, Sweet Adelines International contracts with hotels near the convention center, securing the best possible dates and rates.

ARE THERE PENALTIES INVOLVED IF THE HOUSING BLOCKS ARE NOT FILLED?

The hotel contracts require us to use a certain percentage of each hotel sleeping room block in order to avoid penalties. If we do not meet our percentage, typically 80 percent, we have to pay attrition which adds to the cost of the event.

Attrition fees are compensation to the hotel for the rooms that might have been sold had they not been removed from the market by contract. In some cases if the hotel blocks are not met, the city can withdraw any subsidies they have offered to

make the meeting space complimentary.

WHAT ARE THE ADVANTAGES OF THE SWEET ADELINES INTERNATIONAL HOTELS?

You are guaranteed a room. Hotels, like the airlines, "overbook" to compensate for a percentage of no-shows and cancellations. Occasionally, people with reservations might be displaced or "walked" to another hotel, but Sweet Adelines International has contracted with host hotels to ensure that you will have a room.

Rely on the Sweet Adelines International "seal of approval." All hotels have been inspected by the Sweet Adelines International staff for quality and safety.

Networking opportunities for participants are easier and enjoyable.

Your support helps sustain a healthy financial future for the event and means future Sweet Adelines will have the opportunity to attend a life-changing event.

WHY SHOULD I STAY WITHIN THE HOTEL BLOCK?

The success of Sweet Adelines International depends on registrants and exhibitors using the contracted hotels to offset the sizable costs of producing the event. The risk of incurring hundreds of thousands of dollars in financial penalties (attrition fees) increases with each registrant who stays outside the housing block.

WHAT IF I FIND A LESS EXPENSIVE HOTEL?

Hotel rates, like airfares, vary greatly. Sweet Adelines International has taken great care to

negotiate group rates that are the lowest rates available, given the number of rooms required to accommodate all conference participants. Still, less expensive hotel rooms may sometimes be available. Many hotels are located farther from the conference site, lack meeting space and/or certain amenities, or are not in the best locales. If you find a less expensive hotel rate, take care to compare it to a contracted hotel to ensure that your expectations are met.

WHAT IF I CHOOSE TO HOUSE MY GROUP OUTSIDE THE HOUSING BLOCK?

If reservations for your group are not made in one of the Sweet Adelines International contracted hotels through the approved housing service, Sweet Adelines will charge each competing member an **additional \$100 fair share assessment**.

Individuals will be invoiced and all payments must be received in the Sweet Adelines International headquarters office prior to the convention. Members will be considered not in good standing, and therefore unable to compete, until the fair share assessment is paid.

Additionally, attendees who do not book a room in our block of hotels will need to purchase a shuttle pass. You are considered to be at a Sweet Adelines hotel when it is booked through the Sweet Adelines International housing bureau, Experiment. The charge for a shuttle pass is \$75 and can be purchased online or onsite at the ticket office.

Housing Guidelines

Hotel Assignments

The chorus Order of Appearance is the first factor used to determine competing choruses hotel assignments. Other factors include, but are not limited to, meeting space needs, riser space needs, meals planned, and/or the number and type of hotel rooms requested. The returning champion chorus automatically receives its first choice.

The organization faces challenges when competing choruses drop convention hotel rooms. When a chorus holds rooms for anticipated new members, but finds it necessary to drop rooms after the cut-off date, the hotel may not be able to sell those rooms in time to offset the financial obligation in our contract with the hotel. This could potentially cost Sweet Adelines International thousands of dollars in attrition penalties.

To avoid this situation, the Board has adopted a new policy that requires choruses to be financially responsible for their room block requests.

To reserve the number of rooms your chorus needs at its assigned hotel, the chorus housing contact must return the **Chorus Room Block Request Form** included with this document **by December 17, 2010**. In January 2011 the housing contact will receive via e-mail the chorus hotel assignment and detailed information on how hotel reservations should be made. Please keep in mind that the number of rooms and bed types your chorus requests with this form will become your block of rooms.

To help your chorus efficiently manage your hotel room reservations and their entry, your housing contact must enter the reservations directly into the online Passkey reservation system. Once your hotel has been assigned you will be given a secure user ID and password and detailed instructions on how to enter the reservations. This information will come with your hotel assignment. If you are unable to make reservations online, please contact Nancy Alloway, Meetings & Exhibits Coordinator, at headquarters.

The timeline included in this document outlines the dates by which forms must be returned to headquarters. These dates are different deadlines than in previous years, and were amended because of the online reservation system. The system allows you to enter reservations earlier and adjust your reservations closer to convention.

Chorus Housing Contacts

Please notify Nancy Alloway, Meetings & Exhibits Coordinator, if the individual serving as chorus housing contact changes. Also, the previous housing contact should be sure to forward all communications to the new housing contact so she has current information about the status of your chorus. The housing and function contacts must have access to e-mail, as most housing and function space issues will be communicated via e-mail.

Fair Share Assessment

All chorus and quartet competitors are required to stay in the Sweet Adelines International hotel block or pay a convention fair share assessment of \$100 per competing member, plus the cost of any meeting and/or rehearsal space the organization is asked to provide. To avoid the fee, all chorus members must make a reservation through their chorus housing contact. Competitors should never make their own reservations directly through a hotel.

Taxes

Currently, the hotel occupancy tax in Houston is 17% per room, per night.

Suites

Suites are typically three to 10 times more expensive than regular guest rooms. It is generally more economical to have two rooms with two beds than one suite. Suites are not included in the Sweet Adelines block and have to be negotiated on a case-by-case basis.

COMPLETE THE FORM TITLED "2011 CHORUS ROOM BLOCK REQUEST FILLABLE FORM" TO COMPLETE YOUR ROOM BLOCK REQUEST. Click on the name of the file below and then click "Open" to open the file and start entering data.

Housing Guidelines

GUIDELINES FOR HOLDING ROOMS

The organization faces challenges when competing choruses drop convention hotel rooms. When a chorus holds rooms for anticipated new members, but finds it necessary to drop rooms after the cut-off date, the hotel may not be able to sell those rooms in time to offset the financial obligation in our contract with the hotel. This could potentially cost Sweet Adelines International thousands of dollars in attrition penalties.

To avoid this situation, the Board has adopted a new policy that requires choruses to be financially responsible for their room block requests. **When choruses submit their room block requests in December, they will be responsible for filling at least 80% of the original room block request. If a chorus fails to fill the required number of rooms, it will be liable for attrition fees.** The examples in the next column show the formulas explaining how these fees are calculated.

When housing opens to the general membership on March 21, 2011, choruses will be able to add rooms to their block based on availability. Beginning May 2, 2011, cancellation fees will be charged for any rooms cancelled.

For those choruses that compete frequently, we can provide historical information to assist them in establishing an appropriate room block.

CALCULATING YOUR CHORUS SUB-BLOCK NEEDS

Your sub-block is a portion of the overall contracted housing block for Sweet Adelines International. Each chorus must use a minimum number of rooms to help the organization meet these contractual agreements.

This percentage has been established as 80%. If 80% of your requested sub-block is not picked up, your chorus will incur an *attrition* fee. To calculate the minimum number of rooms you must use and any possible attrition fees:

Total room nights X minimum percentage = minimum room nights

Example 1: 100 total room nights blocked x 80% = minimum 80 room nights

Final room pick-up (total number of rooms used during convention) = 89 rooms resulting in meeting your sub-block requirements.

80 or more room nights used = no attrition fees

Example 2: 100 total room nights blocked x 80% = minimum 80 room nights

Final room pick-up = 76 rooms resulting in a shortage of 4 room nights

4 room nights x hotel room rate = attrition payment due to Sweet Adelines International

Other items to note: The attrition fee applies to rooms, not people. If one person cancels from a room, but there are still other people using the room, the room has not been lost to your sub-block and no attrition fee will be assessed for that room.

Rooming Lists for Choruses

All rooming lists must be entered into the Passkey reservation system by each chorus. This is an online system and it will give a real-time depiction of the rooms sold. The person who is handling the rooming list for your chorus should be computer and Internet competent to help reduce the number of errors when entering reservations.

Your housing contact will receive step-by-step instructions describing how to use this system. If you have questions about the instructions, please contact Nancy Alloway.

Each reservation should include the appropriate information, such as name, address, phone number, e-mail address, credit card information, room type and the length of stay.

All competing chorus hotel reservations must be entered into the online reservation system, Passkey, by **March 14, 2011**.

Meeting Space

Rehearsals on International Risers

International risers are available for competing chorus rehearsals. They are exactly like the competition risers: 11 six-foot sections with the fourth step, back rails, and inverted center sections.

These risers will be located in the Houston Convention Center. The rehearsal times are scheduled in two-hour increments, beginning Sunday, October 17, for Harmony Classic competitors only. International competitors may reserve space beginning Tuesday, October 19, at 1:00 p.m.

Please complete and return the Riser Rehearsal Request form in this document. After all requests have been assigned for one time slot, remaining slots will be assigned on a first-come, first-served basis. An e-mail will be sent to the housing contact to let her know if space is available for second rehearsal times.

Mic Testers

The highest-scoring contestant in the Harmony Classic competition will be invited to be the mic tester at the chorus semifinals on Thursday, Oct. 20. If that chorus is unable to accept, the next highest-scoring competitor will be invited.

Function Space

If you request function space for rehearsals, your chorus must schedule at least two meal functions, especially if you need the space for the entire week. This enables the organization to meet the hotels' requirements and guarantees that your meeting space for rehearsals is provided at no charge. When you receive your hotel assignments, the information about meeting space will be outlined as well. The name of the hotel food and beverage contact will be included and your chorus can begin planning meal functions. If you find that the meals are more expensive than budgeted, ask the hotel staff if they can create a more affordable meal plan.

Your chorus must decide now if you plan to bring risers to Houston or rent them from a nearby chorus. Meeting space not requested by the deadline of December 17, 2010, will be released back to the hotels. If your chorus decides to bring risers after the meeting rooms have been released, space may not be available. If you request meeting space and choose not to use the space, Sweet Adelines may incur charges and that charge will be passed on to the chorus.

We understand that it is difficult to know the details this far in advance, but hotels require that we make these space commitments now.

If you have riser rehearsal time you are willing to share with other choruses, a list of chorus housing contact information will be shared.

This can be an excellent opportunity to recover some of the costs associated with competing.

COMPLETE THE FORM TITLED "2011 INTL RISER REHEARSAL REQUEST FILLABLE FORM" TO COMPLETE YOUR INTERNATIONAL RISER REHEARSAL TIME REQUEST. Click on the name of the file below and then click "Open" to open the file and start entering data.

COMPLETE THE FORM TITLED "2011 CHORUS FUNCTION SPACE REQUEST FILLABLE FORM" TO COMPLETE YOUR MEETING SPACE REQUEST. Click on the name of the file below and then click "Open" to open the file and start entering data.

Hotel Accommodations



Travel should take you places®

The Hilton Americas (HQ Hotel)

1600 Lamar
Houston, Texas
United States 77010

Meeting space available for all size risers.

Meeting space available beginning Sunday.

Single-bedded room for 1-2 people: \$187
Double-bedded room for 3-4 people: \$187

Overview

Welcome to the Hilton Americas Houston hotel located in the heart of downtown Houston, Texas. Guests will enjoy all the luxuries of home, plus all the amenities you need whether traveling for business or pleasure. This Houston hotel offers guests the unbeatable combination of the best location in the city of Houston plus quick and easy access to most any type of entertainment imaginable. Whether traveling for a business meeting or a romantic getaway, Hilton America's is the perfect choice every time. Additionally, the hotel is the first hotel in the state to achieve Green Seal certification through our commitment to the environment.

The Hilton Americas-Houston features luxurious hotel accommodations and an Executive floor with private access and complimentary high-speed Internet access.

Other amenities available include:

- Valet parking (\$28USD) and self-parking (\$18USD)
- High-speed Internet access, wired and wireless, available in guest-rooms and throughout the hotel
- Two restaurants including Spencer's for Steaks and Chops located lobby level with its own

street-side entrance and lobby entrance and The Café Cute; located lobby level for breakfast, lunch and dinner

- 24-hour in-room dining
- Three exceptional bars and lounges including the Lobby Bar
- If you're searching for a spa in Houston, the Skyline Spa & Health Club is the perfect choice with views of the downtown Houston skyline from the 23rd floor of the hotel.
- The hotel has a 75-foot Olympic length heated indoor infinity lap pool
- In-house Business Center for Hilton Americas-Houston hotel guests and meeting attendees
- Hilton Americas Houston is a Travel Alternatives Group (TAG) Certified Hotel

Only steps away from the hotel is the Toyota Center, home of the NBA Houston Rockets and the AHL Houston Aeros, plus concerts and various other Houston events, including the 65th annual Sweet Adelines International Convention and Competition.

Minute Maid Park, home of the MLB Houston Astros, is only a leisurely, scenic walk away through Discovery Green, Houston's newest 12 acre entertainment park.

Reliant Stadium- home of the NFL Houston Texans, and Reliant Park, Reliant Center, Reliant Arena & Reliant Astrodome are all quickly and easily reached from the hotel, via the Metro-Rail light rail system.

Other Houston attractions just minutes from the hotel include the Bayou City Place entertainment district featuring Verizon Wireless Theater and the Theatre District, including the Wortham, Alley Theater, Jones Hall and Hobby Center for the Performing Arts.

The hotel is convenient to nearby clubs and night spots, and offers an ideal location in the heart of downtown. The hotel is only minutes away from the city's nationally recognized Museum District and the Texas Medical Center.

Guest Accommodations

The Hilton Americas-Houston offers luxurious accommodations in downtown Houston. The sleek contemporary furniture combines with sumptuous appointments from their Hilton Serenity collection, including lush pillow top mattresses, high thread count linens, down pillows and cozy duvets.

Enjoy spacious guest rooms, with wireless high speed internet access available for a nominal fee, dual line phones with voice mail, in-room safe, full size work desk and ergonomic chair, 37" flat screen high definition LCD TV, alarm clock with MP3 connection, Hilton Signature Cuisinart® coffeemaker, Crabtree & Evelyn® La Source bath amenities, and Hilton Serenity Beds—all for your comfort.

Directions to Hotel

From Intercontinental Airport (IAH): Exit Bush Airport and follow the directional signs to the 1-45/Beltway 8 Exit. Proceed onto Beltway 8 West, then exit onto I-45 South. Follow I-45 South to downtown. Exit McKinney St. and follow McKinney St. to La Branch. Turn right on La Branch. Go down 2 blocks to Dallas and turn left on Dallas. Go down 2 blocks and the hotel will be on the right.

From Hobby Airport (HOU): Exit Hobby Airport and follow the directional signs to I-45 North. Take 45 North to the downtown destinations/Scott Street split. Follow the split to the Pease Street exit and continue down to Austin St. Turn right on Austin and continue to Dallas St. Turn right onto Dallas St. and go down 3 blocks and the hotel will be on the right.

Hotel Accommodations



Doubletree Houston Downtown

400 Dallas Street
Houston, Texas
United States 77002-4777

Meeting space available for all size risers.

Meeting space available beginning Sunday.

Single-bedded room for 1-2 people: \$159

Double-bedded room for 3-4 people: \$159

Overview

The Doubletree Hotel Houston Downtown is a full service hotel centrally located on the edge of downtown at the intersection of I-10 and I-45, in the heart of Houston's business and financial district. Convenient sky-bridges connect the contemporary Houston hotel to the Allen Center buildings and Heritage Plaza. The hotel is connected to the city's underground tunnel system as well. Both Bush Intercontinental Airport (IAH) to the north and Houston Hobby Airport (HOU) to the south are less than 30 minutes away and easily accessible via I-45.

The Doubletree Houston Hotel features include:

- Luxurious accommodations with floor-to-ceiling windows for expansive views of the city skyline
- High-speed Internet access
- The newest addition to the DoubleTree hotel line, their Sweet Dreams® beds.

Whether you're traveling for business or pleasure, you'll appreciate guest services like the Business Center, wireless high-speed Internet access in public areas, Fitness Center, the invit-

ing Lobby Lounge, a knowledgeable and helpful Concierge staff, and much more.

Enjoy exceptional Houston dining at Trofi Restaurant serving Continental selections with an Italian and Mediterranean flair.

If location, value, impeccable service and comfort are priorities, the Doubletree Hotel in Downtown Houston is where you'll want to stay. In addition to dozens of major businesses and corporations, the hotel is within walking distance of many Houston attractions such as the Houston Theatre District, Toyota Center (where the 65th annual Sweet Adelines International Chorus Competition will take place), Minute Maid Park, Bayou Place Entertainment Complex, Sam Houston Park, the Downtown Aquarium, and the new Light Rail.

The George R. Brown Convention Center (where the Sweet Adelines International Harmony Bazaar is located) is also within walking distance. Houston's new light rail system connects downtown to Reliant Park Stadium, Arena, event facilities, and Astrodome. For your convenience, the hotel provides complimentary transportation to downtown destinations.

Guests at the hotel can enjoy easy access to many local businesses and corporations. Doubletree Houston Downtown hotel is located across the street from Deloitte, EOG Resources, BASF and Vestas. The hotel is connected to Hess Corporation, Kinder Morgan, MacQuarie Bank, Oracle, Devon/British Petroleum and Sequent Energy via sky bridges and the tunnel system. El Paso Corporation, Chevron, Shell, Exxon, Total, Price Waterhouse Coopers and ENI Petroleum are all within easy walking distance of the hotel.

Other nearby destinations include

Houston's world-renowned Medical District, first class golf courses, Rice University, University of Houston, Houston Zoo, the Museum District, Galleria Mall, and Six Flags AstroWorld. Join us in Houston's exciting "New Downtown". Our courteous and caring staff looks forward to welcoming you with our special, signature warm chocolate chip cookie at check-in.

Guest Accommodations

Enjoy luxurious Houston accommodations at the Doubletree Houston Downtown. Each of the spacious guest rooms feature contemporary decor and offer one king bed or two double beds complete with the Doubletree Sweet Dreams Bedding. Guest room amenities also include floor to ceiling windows, work desk, coffeemaker, iron and ironing board, and 2 phones with dataports. High Speed Internet Access is available for a nominal fee. Directions to our Hotel

Directions to the hotel

12 Miles Hobby Airport. Take I-45 north toward Downtown Houston exit Memorial Drive/Houston Ave exit. Stay to the right. At the first traffic light turn right onto Memorial Drive. Two blocks down take a right onto Smith St. Five city blocks, turn right on Polk. At the second traffic light turn right on W. Dallas St. and a another right onto Dallas Street. The hotel is on the right at the corner of Dallas and Bagby.

21 Miles Houston Intercontinental Take I-45 south from the airport. Follow the signs to downtown. Exit at Dallas Street. Turn left at the first light and then turn right again at the third onto Dallas St. The hotel will be on the right.

Public Transportation

Blue Shuttle, Taxi, Car Rental services in baggage claim. A one day car rental can be less expensive than a round trip cab fare. If you take a Taxi, ask for fixed zone rate.

Hotel Accommodations



Hyatt Regency Houston

1200 Louisiana Street
Houston, Texas
USA 77002

Meeting space available for all size risers.

Meeting space available beginning Sunday.

Single-bedded room for 1-2 people: \$182

Double-bedded room for 3-4 people: \$182

Overview

Relax in an oasis of comfort at the tastefully renovated Hyatt Regency Houston. Situated in the heart of downtown's thriving business and entertainment districts, the luxurious Houston hotel is connected to high-end shops, restaurants and services via the city's famous seven-mile tunnel.

Walk to events at the nearby George R. Brown Convention Center (where the Sweet Adelines International Harmony Bazaar is located) or take in a game at Minute Maid Park or Toyota Center (where the 65th annual Sweet Adelines International Chorus Competition will take place). Be sure to save time to enjoy a show in the Theater District or explore the shops along historic Main Street. A quick ride on the METRO Light Rail, with stops just seconds from the hotel, will take you to the renowned Museum District, the Zoo, the Texas Medical Center or Reliant Park.

At the end of the day, retreat to your spacious accommodations and enjoy the plush Hyatt Grand Bed, state-of-the-art technology and thoughtful amenities.

Amenities

- 947 newly renovated spacious guestrooms
- Wireless Internet Access/32-inch high definition flat panel televisions
- Generous Work Area with wall-mounted plug-n-play consoles for Internet Connectivity
- Luxurious Hyatt Grand Beds™

Guest Services

- Express Check-in Kiosks / PDA Check-In/ Fastboard™
- 24-Hour Business Center
- Valet & Self-Parking Options
- Car Rental / Shuttle and Town Car Services Available
- Dining & Entertainment
- decafe- grab 'n go/sundry shop
- LobbiBar
- Shula's Steakhouse - "Perfect steak for the perfect season"

Activities

- 24-Hour Stay Fit Gym
- Heated, Outdoor Pool
- Sundeck with Lounge Chairs
- Nearby jogging/bike paths along Memorial/Allen parkway

Local Attractions

- Minute Maid Park (home of the Houston Astros)
- Discovery Green / Houston Pavilions (featuring House of Blues) / Downtown Aquarium
- Toyota Center - home of the Houston Rockets and Houston Aeros

Directions

To Local Attractions
Centrally located, Hyatt Regency Houston is a quick 8-10 block walk from Minute Maid Park and the Toyota Center. The hotel offers shuttle service to Minute Maid Park.

From George Bush Intercontinental Airport (26 miles):
Take Beltway 8 west to I-45 South. Exit at McKinney (left). Take McKinney to Milam. Turn right. Proceed 3 blocks to Polk and turn right. Turn right at Louisiana. Our Houston accommodations are on the right at the corner of Louisiana and Polk.

From Hobby Airport (12 miles):
Take 45 North and exit Scott St onto St. Joseph Pkwy. Turn right on Louisiana St. Proceed to Polk. Turn left at Polk. Enter motor lobby to our Houston accommodations on right at the corner of Louisiana and Polk.

From Points East:
Take I-10 West, then merge onto I-45 South. Follow remaining directions from George Bush Intercontinental Airport to hotel.

From Points North:
Take I-45 South. Follow remaining directions from George Bush Intercontinental Airport to hotel.

From Points West:
Take I-10 East, then merge onto I-45 South. Follow remaining directions from George Bush Intercontinental Airport to hotel.

Hotel Accommodations



EMBASSY SUITES
HOTELS®

Embassy Suites Houston Downtown

1515 Dallas Street
Houston, Texas
United States 77010

NO MEETING SPACE AVAILABLE AT THIS HOTEL

Single-bedded room for 1-2 people: \$189
Double-bedded room for 3-4 people: \$199

Overview

The Embassy Suites Houston Downtown hotel is an urban high-rise, all suite hotel overlooking Discovery Green Park, and is just steps away from the George R. Brown Convention Center (where the Sweet Adelines International Harmony Bazaar is located), Houston Astros Minute Maid Park, Houston Rockets, Toyota Center (where the 65th annual Sweet Adelines International Chorus Competition will take place), the Houston Pavilions, Park Shops and close to the second largest theater district in the U.S.

The Embassy Suites Houston Downtown is Houston's *first LEED Certified hotel* in the downtown district and features:

- Atrium Lobby and Water Features
- Rooftop Pool and Spa
- High-speed Internet Access / WIFI throughout entire hotel
- 24 Hour Fitness Center by Pre-

Cor®

- Complimentary Cooked-to-order Breakfast
- Complimentary Evening Manager's Reception
- On-site Valet Parking
- Courtesy Shuttle to downtown destinations
- 24 Hour Embassy BusinessLink Business Center with Quick Charge Station
- Gift shop with fully stocked pantry items
- Restaurant/Bar on-site with street level entry
- In-Suite Dining
- Digital Concierge
- Family friendly activities/entertainment on weekends
- Destination Management Concierge Services

Whether traveling on business or pleasure, the Embassy Suites Houston Downtown offers a selection of unique Suites: two-room King Suite, two-room Double Queen Suite with Park view or City view and our spacious Corner Suites.

Directions to the Hotel

From Intercontinental Airport (IAH): Exit Bush Airport and follow the directional signs to I-59 South. Follow I-59 South to downtown Houston and take the Jackson Street exit toward George R. Brown Convention Center. Make a slight left onto Jackson Street. Turn right onto Commerce Street. Turn left on La Branch Street. Turn left on Dallas Street and the hotel will be on the left.

From Hobby Airport (HOU): Exit Hobby Airport and follow the directional signs to I-45 North. Take I-45

North to the downtown destinations/Scott Street split. Follow the split to the Pease Street exit and continue to Austin Street. Turn right on Austin Street. Turn right onto Dallas Street and the hotel will be on the left.

Hotel Accommodations



Marriott Courtyard Houston

916 Dallas Street
Houston, Texas 77002 USA

**NO MEETING SPACE AVAILABLE
AT THIS HOTEL**

Single-bedded room for 1-2 people: \$160

Double-bedded room for 3-4 people: \$160

Overview

Experience old-style luxury in the Courtyard by Marriott Downtown Houston, housed in the stunning 1921 Humble Oil Building. From its neo-classical exterior to polished rose marble and original brass elevator doors, the building has been lovingly restored to provide historic ambiance to the modern Houston accommodations.

The downtown location is within walking distance or a free shuttle ride to Minute Maid Park, the Convention Center (where the Sweet Adelines International Harmony Bazaar is located) and Theatre Districts. A short ride on the Metro Light Rail takes you to Reliant Center and the Museum District.

Inside, indulge in all the comforts of a luxury hotel, like valet parking and room service from our own Humble Cafe. Soak in the outdoor swimming pool, exercise at the fitness center and unwind at our lobby bar. Escape to your spacious downtown Houston hotel room where you will find twelve-foot high ceilings, free high speed internet, coffee and teas service and luxurious, comfortable bedding.

Parking

- Valet parking, fee: 22 USD daily
- Overnight Su-Th 22.00USD / Fr-Sa 17.00

Guest Rooms in Detail

- Stay connected from your Houston, TX hotel room with complimentary high speed internet
- Relax in an ergonomic chair while you work at a large desk in your oversized Houston accommodation
- Enjoy beverages right in your hotel room with a coffee maker, tea service and bottled water
- Sleep tight with luxury bedding - crisp linens, thick mattresses, custom comforters, fluffy pillows
- Start the day informed. Complimentary newspapers are located in the hotel lobby daily
- Our downtown Houston hotel rooms offer pullout sofas to accommodate extra guests
- This hotel has a smoke-free policy

Complimentary Service

- Coffee in lobby
- Coffee/tea in-room
- Phone calls: toll-free

Business Services

- Copy service
- Fax service
- Full-service business center
- Network/Internet printing
- Notary public
- Overnight delivery/pickup
- Post/parcel

Guest Services

- Cash machine/ATM
- Foreign exchange, nearby
- Housekeeping service daily
- Laundry on-site
- Laundry on-site, coin operated
- Local restaurant dinner delivery

- Newspaper in lobby
- Room service, 5:00 PM-10:00 PM
- Safe deposit boxes, front desk
- Valet dry-cleaning

Hotel Accommodations



Residence Inn

904 Dallas Street
Houston, Texas 77002 USA

**NO MEETING SPACE AVAILABLE
AT THIS HOTEL**

Single-bedded room for 1-2 people: \$168

Double-bedded room for 3 people: \$168

Overview

Experience luxury in the Residence Inn Houston Downtown Hotel by Marriott, housed in the stunning 1921 Humble Oil Building. From its neo-classical exterior to polished rose marble and original brass elevator doors, the building has been lovingly restored.

The extended stay hotel is within walking distance or a free shuttle ride from the Minute Maid Park, the Convention Center (where the Sweet Adelines International Harmony Bazaar is located) and the Theatre Districts. It is also just a short ride on the Metro Light Rail from the Reliant Center, Toyota Center (where the 65th annual Sweet Adelines International Chorus Competition will take place), and Museum District.

Indulge in all the comforts of the Residence Inn Houston suites hotel, like valet parking and room service from the Humble Café. Unwind by the pool, exercise at the fitness center or meet your fellow travelers over refreshments at the evening social hour.

Inside your downtown Houston suite, spread out in separate living and sleeping areas or make yourself a meal in the fully equipped kitchen.

Hotel Highlights

Old-style luxury blends with modern technology to create an amazing Houston suites hotel

The hotel shuttle takes you to Minute Maid Park, the Convention Center, and much more.

Grocery Shopping

Monday through Friday from 7AM-7PM, leave your grocery list at the Residence Inn Houston and come back to a fully stocked kitchen

Parking

- Valet parking, fee: 22 USD daily
- Overnight Su-Th 22.00USD / Fr-Sa 17.00

Guest Rooms in Detail

- **Each room can accommodate a maximum of 3 people. There is not room for 4 people in the hotel rooms.**
- Stay connected from your Houston extended stay hotel room with complimentary high-speed internet
- Relax in an ergonomic chair while you work at a large desk in your oversized downtown Houston suite
- All guest suites come with fully equipped kitchens with microwave, refrigerator and stove-top
- Sleep tight with luxury bedding - crisp linens, thick mattresses, custom comforters, fluffy pillows
- Each two-bedroom Houston suite comes equipped w/ stove-top range and oven
- Stay fresh in your Houston suite

with on-site laundry facilities and valet laundry service

- This hotel has a smoke-free policy

Complimentary Service

- Buffet breakfast
- Cocktails
- Coffee in lobby
- Coffee/tea in-room
- Evening reception
- Phone calls: toll-free

Guest Facilities

- Bar-B-Q and/or picnic area
- Beauty shop, nearby (referral at front desk)
- Car Rental nearby: Hertz, 1-713-652-0436
- Vending machines

Guest Services

- Cash machine/ATM
- Foreign exchange, nearby
- Grocery shopping service
- Housekeeping service daily
- Laundry on-site
- Laundry on-site, coin operated
- Local restaurant dinner delivery
- Newspaper in lobby
- Room service, 5:00 PM-10:00 PM
- Safe deposit boxes, front desk
- Valet dry-cleaning

Business Services

- Copy service
- Fax service
- Full-service business center
- Network/Internet printing
- Notary public
- Overnight delivery/pickup
- Post/parcel

Competing Chorus Registration Information



ATTENTION:

You are responsible for all information included in this document. Please read it carefully and return forms as required. If you have any questions, please contact Nancy Alloway in the Meetings and Corporate Services Department.

- *E-mail Nancy Alloway—
nancy@sweetadelineintl.org*
- Toll-Free: (800) 992-7464 ext. 136
- Direct: (918) 388-8036

Please let me know that you have received this information. To send an e-mail confirmation of receipt of this document, please e-mail nancy@sweetadelineintl.org and write "Received Competing Chorus Information" in the subject line. Be sure to include the name of your chorus in the body of the e-mail.

Registration Information

ALL-EVENT TICKETS

The all-events registration fee covers admission to the Rising Star Quartet competition, Harmony Classic competition, quartet semifinals/finals, chorus semifinals/finals, Harmony Bazaar, and education classes. A portion of the ticket proceeds will benefit the Young Singers Foundation and the Young Women in Harmony Program.

REGISTRATION GUIDELINES

To sit together, you must register together. If more than five people are registering, please use the chorus registration form on the Sweet Adelines International convention website. For your convenience, this form may be photocopied. Registrations received without names will receive a blank badge. Send only one payment for the group. Multiple checks or credit card numbers will be returned. Registrations are transferable and refunds of 50% of the registration may be granted on a case-by-case basis until September 16, 2011. No refunds will be granted after September 16, 2011.

All-events registration fee includes admission to all competitions and education sessions. The Coronet Club Show is a separately priced event. Coronet Club Show tickets must be purchased through the Coronet Club.

Make check/money order payable to Sweet Adelines International.

Your canceled check or credit card statement is your receipt.

There is a \$10 service charge on all returned checks.

Mail: Meetings & Exhibits Coordinator, Sweet Adelines International, P.O. Box 470168, Tulsa, OK 74147-0168.

Fax: 918-388-8083 (credit card payments only)

Questions: (800) 992-7464 extension 136, or (918) 388-8036.

E-mail: nancy@sweetadelineintl.org.

RELEASE OF CLAIMS SIGNATURE GUIDELINES

All members (competing and non-competing) must sign and return with completed registration form. Make copies of the claim form for the number of registrants signing.

Registrations will not be processed if the release form is not signed and returned with the registration form. A blank sheet of paper can be used to gather signatures. On the blank paper, please print your name and member number and sign.

Non-members do not need to sign.

DELIVERY OF REGISTRATION PACKET

New delivery methods have been put in place for attendees not living in the continental United States. If your registration contact lives outside the continental US, including Alaska and Hawaii, your chorus tickets, name badges and name badge holders will be held for pickup at the Sweet Adelines International ticket office in Houston.

Please refer to the registration confirmation e-mail for ticket office hours and location. The schedule of events will be posted on the Houston web site as well, and the ticket office hours will be listed there. Other event location and times can be found on the schedule of events as well.

COMPLETE THE FORM TITLED "2011 REGISTRATION FORM 091410 FILLABLE FORM" TO COMPLETE YOUR CHORUS REGISTRATION PROCESS. The Registration form should be used as the summary sheet for your payment and number of people attending. Use the Excel spreadsheet to compile the list of names who are attending.

Click on the name of the file below and then click "Open" to open the file and start entering data.