

Houston Hotels



The Hilton Americas (HQ Hotel)

1600 Lamar St
Houston, TX 77010
www.americashouston.hilton.com
Single-bedded room for 1-2 people:
\$187
Double-bedded room for 3-4 people:
\$187

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. Rooms with two beds are double beds. For those who may need pet accommodations during their stay, pets are allowed.

Overview

Welcome to the Hilton Americas Houston hotel located in the heart of downtown Houston. 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. The Hilton Americas-Houston

features luxurious hotel accommodations and an Executive floor

with private access and complimentary high-speed Internet access.

The hotel has a 75-foot Olympic length heated indoor infinity lap pool.

There is an in-house Business Center for Hilton Americas-Houston hotel guests and meeting attendees.

Only steps away from the hotel are the Toyota Center, home of the NBA Houston Rockets and the 65th annual Sweet Adelines International Convention and Competition. The George R. Brown Convention Center is across the street, which is where Harmony Bazaar, Music Education Class and the Headquarters office is located.

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.

The hotel is convenient to nearby clubs and nightspots, 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.

Directions to Hotel

From Intercontinental Airport (IAH): Exit Bush Airport and follow the directional signs to the I-45/Beltway 8 Exit. Proceed onto Beltway 8 West, and 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.

Doubletree Houston Downtown

400 Dallas St
Houston, TX 77002
Single-bedded room for 1-2 people:
\$159
Double-bedded room for 3-4 people:
\$159

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. For those who may need pet accommodations during their stay, pets are allowed.

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 skybridges connect the contemporary Houston hotel to the Allen Center buildings and Heritage Plaza. The hotel is connected to the city's underground

Continued on next page

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.

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

Enjoy exceptional Houston dining at Trofi Restaurant serving Continental selections with 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 & Quartet Competitions 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.

The hotel's courteous and caring staff looks forward to welcoming you with their special, signature warm chocolate chip cookie at check-in.

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 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.

Embassy Suites Houston Downtown

1515 Dallas St
Houston, TX 77010

Single-bedded room for 1-2 people:
\$189

Double-bedded room for 3-4 people:
\$199

Overview

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 spacious Corner Suites. Rooms with 2 beds are queen beds. For those who may need pet accommodations during their stay, pets are allowed.

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 Quartet & Chorus Competitions 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
- Roofscape Pool and Spa
- High-speed Internet Access / WIFI throughout entire hotel
- 24 Hour Fitness Center by PreCor®
- 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

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.

Hyatt Regency Houston

1200 Louisiana St
Houston, TX 77002

www.hyatt.com

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.

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. Rooms with 2 beds are double beds. For those who may need pet accommodations during their stay, no pets are allowed.

Amenities

- 947 newly renovated spacious guestrooms
- Wireless Internet Access/32-inch

Continued on next page

- 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 decaffe-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

Centrally located, Hyatt Regency Houston is a 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.



Marriott Courtyard Houston

916 Dallas St
Houston, TX 77002
www.courtyard.com/hou
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.

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. Rooms with two

beds are double beds. For those who may need pet accommodations during their stay, no pets are allowed.

Guest Rooms in Detail

Stay connected from your Houston 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

Parking

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

Continued on next page

Residence Inn

904 Dallas St
Houston, TX 77002
www.residenceinn.com/hourd
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.

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. Double-bedded rooms have 1 queen bed and 1 pull-out sofa. Only three people are allowed in the double-bedded rooms. For those who may need pet accommodations during their stay, no pets are allowed.

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 four people in the hotel rooms. Double-bedded rooms have 1 queen bed and 1 pull-put sofa. Only 3 people are allowed in the double-bedded 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 and fluffy pillows. Stay fresh in your Houston suite with on-site laundry facilities and valet laundry service. This hotel has a smoke-free policy. For those who may need pet accommodations during their stay, no pets are allowed.

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

Classifieds

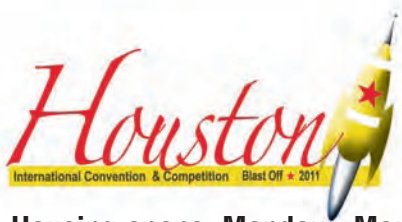
Only Sweet Adelines International members may advertise in the classifieds. Payment of \$40 per ad, per insertion, must accompany the insertion request. Deadlines: November 1 for January issue, February 1 for April issue, May 15 for July issue, and July 15 for October issue.

Director Wanted

The Platinum Coast Chorus is seeking a new director, effective immediately. We are an enthusiastic Sweet Adelines International chorus in Melbourne, Fla., looking for a director to take us to the next level. We have won seven awards in the last four years in the Small Chorus division. We need a strong leader to help us increase membership and further improve our vocal skills. Please send your resume to Nancy Henderson, 3470 Willowood Drive, Melbourne, FL 32904.

Costume for Sale

ATTN: Prospective / small choruses: Glitzy, red-and-silver-sequined red satin costume dresses for sale - \$70 ea. (must take all). Sizes range: 8-24, total number available: 18 short & 3 matching long with ripcords (for 21 short?) + 2 other non-matching long red dresses w/3 jackets to mix-and-match for a quartet? Potential long for director w/ unique jacket. Label company exists! Details/photos: Carol Grohn 423 243 8234 or carol-grohn@gmail.com.



Sweet Adelines International
65th Annual International Convention & Competition
Houston, Texas
October 17 - 22, 2011

Housing opens: Monday, March 21, 2011 • Housing closes: Friday, September 9, 2011

Important Hotel Reservation Information

Experient is coordinating all hotel reservations for Sweet Adelines International. To ensure you receive the Convention room rate, arrangements for housing must be made with Experient. DO NOT CONTACT THE HOTEL DIRECTLY.

- All reservation forms must be received before Friday, September 9, 2011, 6:00 p.m. EDT.
All Convention hotels require the first night's room and tax as a deposit to make a reservation.

- Reservation confirmations will be sent directly from Experient via e-mail within 7 business days of date of processing.

To make reservations

INTERNET

www.sweetadelineintl.org
Click on International Convention, select the online housing link, and follow the instructions to reserve your hotel room. Please have your credit card, arrival/departure dates and roommate information ready.

FAX

(301) 694-5124
Please print or type all information on the form. Confirmations will be sent to the individual indicated as the room leader via e-mail, if provided.

MAIL

Complete the form and mail to: Sweet Adelines International

PO Box 4088
Frederick MD 21705

QUESTIONS

E-mail sweetadelines@experient-inc.com or call toll-free (866) 229-3691 or (301) 694-5243. Monday - Friday 9:00 am - 6:00 pm EDT

General Information Room Leader contact information (Experient will send reservation confirmations to this person.)

First Name: _____ Last Name: _____
E-mail: _____ Phone: _____
Address: _____ City: _____ State/Province: _____
ZIP/Postal Code: _____ Country: _____ Fax: _____

Hotel Information

Please refer to the Hotel Description information for hotel selection options. Please list four choices in order of preference. Please list the hotels by their full name.

1. _____ 2. _____
3. _____ 4. _____

Roommate(s) (Occupants in addition to the Room Leader.)

First Name: _____ Last Name: _____ E-mail: _____
Emergency contact: _____ Phone: _____
First Name: _____ Last Name: _____ E-mail: _____
Emergency contact: _____ Phone: _____
First Name: _____ Last Name: _____ E-mail: _____
Emergency contact: _____ Phone: _____

Reserve your room no later than September 9, 11:59 pm EDT. Each room must have its own Room Leader and one form per room. Please review the International Convention & Competition General Housing Information and Policies before making your reservation.

Arrival Date: _____ Departure Date: _____

Mark ONE box to indicate the number of people and room type.

[] SINGLE - 1 person [] DOUBLE - 2 people [] TRIPLE - 3 people [] QUAD - 4 people

NOTE: Rooms with 2 people or less will automatically be assigned a king-bedded room.

Please check your preference (Subject to availability) [] 2 Double Beds [] 1 King Bed • Most Convention hotels are smoke-free properties.

Indicate any special ADA requirements: _____

Copy this form for your records.

Deposit Information Please bill my: [] Visa [] MasterCard [] American Express [] Discover

Total amount authorized to be charged \$ _____ Credit card number: _____ Expiration date: ____/____/____

Name as it appears on the card: _____

Authorized signature: _____

All room reservations require a first night's room and tax deposit. The deposit is payable by credit card (which will be charged on or after September 18, 2011). Credit cards must have an expiration date of October 2011 or later. All reservations, changes and cancellations must be made through Experient by September 9, 11:59 pm EDT. Confirmations will be sent directly from Experient (not the hotel or Sweet Adelines) via e-mail within 7 business days from the date of processing. Deposits are non-refundable after September 9, 2011 11:59 pm EDT.



International Convention & Competition General Housing Information and Policies

Housing Services

Sweet Adelines has partnered with Experient to deliver excellent service for your housing needs at Convention.

- You may make reservations with Experient beginning Monday, March 21, 2011.
- Please use the housing link found on the Sweet Adelines Web page, under International Convention.
- For questions about housing, you may speak with an Experient Call Center Agent at (866) 229-3691 during normal business hours, Monday – Friday, 8 a.m. – 6 p.m. EDT beginning Monday, March 21, 2011.
- Reservations cannot be made over the phone; they must be made through the Sweet Adelines website or via mailed / faxed form.
- Please add sweetadelines@experient-inc.com to your address book so you will be able to receive e-mails about your reservation or any other important information.

Reservation Dates

- Online, faxed or mailed reservation forms must be received by Experient before Friday, September 9, 2011, 6:00 p.m. EDT.
- Confirmations will be sent directly from Experient (not the hotel or Sweet Adelines) via e-mail within 7 business days of date of processing.

Roommates

Before reserving your room, make sure you contact your roommates so you can:

- Confirm they are committed to sharing a room with you.
- Verify their e-mail address and the correct spelling of their first and last names.
- Make arrangements for your roommates to pay their share of the hotel bill.
- Confirm any special needs. Request an ADA room, if necessary (based on availability).

Hotel Information and Rates

- The hotels available for your stay at Convention are listed on the Hotel Description page.
- To receive the reduced Sweet Adelines rate, YOU MUST RESERVE YOUR ROOM THROUGH EXPERIENT. You should never contact the hotel to make a reservation.
- If a room is reserved through any source other than Experient, the reservation is not considered to be in one of Sweet Adelines block of contracted hotel rooms. For example, if you have a reservation at one of our hotels, but the reservation was made through your travel agent, it is not considered one of our hotel rooms and you will not receive the privileges that come with being in our block of rooms.
- Double/Double rooms with 2 beds are limited, and available on a first come, first serve basis.
- Transportation will run from each hotel to the arena in designated areas. You must present your hotel room key with the Sweet Adelines logo on it to enter the bus. You will

need to purchase a shuttle pass if you do not have a reservation in our contracted block of rooms.

Reservation Deposit

- The room leader must pay a deposit of the first night's room and tax when making a room reservation. It may not be divided and charged to your roommates at that time.
- A credit card must be provided that can be billed for the room deposit on or after September 18, 2011. The room leader is responsible for collecting shares for the deposit from other occupants of the room after the reservation is made.
- Should any changes to a reservation take place, either with the room leader or other occupants, it is the responsibility of the room leader and roommates to work out financial arrangements.
- Deposits must be paid by credit card - American Express, Discover, MasterCard or Visa.
- Credit cards will be billed on or after September 18, 2011.
- Complete your reservation online, or mail your credit card payment with the completed housing form, located on the Sweet Adelines Web site, by Friday, September 9, 2011. No wire transfers are accepted.
- All deposits become non-refundable after Friday, September 9, 2011, 11:59 p.m. EDT. Should an emergency arise after September 9, 2011, contact nancy@sweetadelineintl.org to discuss. Experient and hotel cancellation fees will apply.

NOTE: Your reservation will not be confirmed without a credit card that is valid thru October 2011.

Reserving Hotel Room

- To reserve a room, go to www.sweetadelineintl.org, click on International Convention, and go to the online housing link. When you select the online housing link you will be redirected to the Convention housing site hosted by Experient.
- When you enter the housing Web site, the first page will be the Housing Guidelines. In order to advance to the reservations page you will need to mark an X in the box indicating that you have read and acknowledged the housing reservation process, guidelines and cancellation fees.
- Read the information carefully and follow the on-screen directions.
- If you have already made a reservation, the system will direct you to your existing reservation.
- When adding roommates, the room leader will need to enter the first name and last name for each person sharing the room.
- The room leader will be the only person on the reservation who may:
 - Change the date of arrival or departure
 - Cancel the reservation in its entirety
- Roommates have the ability to view the reservation and may cancel their own names from the reservation.
- Once a roommate cancels a reservation, an e-mail will be

sent to the room leader advising of the cancellation. The roommate is then free to become a room leader in a new reservation or a roommate in another reservation, if desired.

- No name should be listed more than once in any reservation as this will cause the hotel to consider it a duplicate reservation and will cancel the entire reservation.

Canceling a Reservation

- The room leader is the only person able to completely cancel a room reservation.
- Cancellations received by April 30, 2011, will not be charged a fee.
- Cancellations received from May 1 – 15, 2011, will be subject to a \$75 cancellation fee.
- Cancellations received between May 16 – 31, 2011, will be subject to a \$150 cancellation fee.
- Cancellations made after May 31, 2011, will result in a \$250 cancellation fee.
- All cancellations must be submitted in writing via fax to (301) 694-5124 or e-mailed to sweetadelines@experient-inc.com.
- Cancellations made with the hotels directly will be subject to the same cancellation fees listed above, regardless of or in addition to the individual hotel's policies.
- Refunds for cancellations received prior to May 1, 2011, will be processed within 7-10 business days.

No Shows

- Should you confirm a reservation and then cancel without notifying Experient or the hotel, and the room becomes completely vacant, the room leader will be charged the first night's room and tax as a cancellation fee; the remaining dates of the reservation will be cancelled.

Confirmation Number

- Once you complete your reservation, you will receive a Reservation ID.
- The Reservation ID number is used by you and Experient to look up and manage your reservation.
- Confirmations will be sent directly from Experient (not your hotel or Sweet Adelines) via e-mail within 7 business days of the date of processing.
- You do not need a Reservation ID to check in to the hotel.
- When the hotel receives your reservation, they will assign a different confirmation number for your reservation.

Airport/Hotel Shuttle Transfers

- Sweet Adelines International does not provide transportation between the airport and hotels.
- For shuttle information, please refer to the airport online and research the options they provide.
- Some hotels may offer shuttle service, please refer to your hotel online and research the options they provide.