

Maine Secretary of State 2016 Elections Conference
Individual Reservation Form
 Grand Summit Hotel
 at Sunday River Resort & Conference Center
 1-800-207-2365

Pricing valid September 20th – September 23rd, 2016

Lodging Preference	Per Room Nightly Rate	Reservation Requirement
<u>Standard Room</u> (2 queen beds, full bath - sleeps 2-4)	() \$99.00*	A credit card will be required upon booking to hold your reservation although your card will not be charged. Payment in full is due upon arrival, along with a copy of your tax exempt certificate if our reservation is tax exempt. A credit card will also be required upon check-in for a temporary hold as a security deposit. This will remain on your statement as a temporary hold until check-out.
<u>Studio Superior</u> (1 queen Murphy bed, full bath & kitchenette - sleeps 2)	() \$99.00*	
<u>Studio Deluxe</u> (1 queen Murphy, 1 sleep sofa, full bath & kitchenette - sleeps 2-4)	() \$99.00*	
<u>One Bedroom Suite</u> (1 queen sleep sofa, 1 queen in private bedroom, full kitchen, & full bath. sleeps 2-4)	() \$139.00*	

* Please check your lodging preference. Each per room, per night rate includes: 1 night of lodging at the Grand Summit Hotel and the use of all hotel amenities; **9% tax and 7% resort fees are additional. If you are tax exempt, we require a State of Maine tax exempt form sent to us with your reservation form as well as a copy provided at check-in. All payments for the tax exempt portions of your stay must be paid by the name of the person, business or organization listed on the tax exempt form.**

Based on availability, the above conference rate will be offered up to 3 days before and after the contracted dates of the conference event. Reservations must be received by **Monday, September 5th, 2016**. Group rate and availability cannot be guaranteed beyond this date.

When making a reservation, please refer to group code: - 85N87C

Arrival day/date: _____ Departure day/date: _____

Last Name _____ First _____

Company _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email Address (for confirmation) _____

Special Requests _____

Card Type _____ Card # _____ Security Code _____ Exp. date _____

To participate in this event, please call the number above. You may also complete this form and mail it to Sunday River, Attn: Reservations, PO Box 4500, Newry, ME 04261 or FAX this form directly to our Reservations Office at 207-824-5195. If you have questions, please call the Reservations Office at 1-800-207-2365 between 8 AM - 5 PM, Monday through Friday. Sunday River accepts checks, MasterCard, Visa, American Express, and Discover. A credit card will be required upon booking to hold your reservation although your card will not be charged. Payment in full is due upon arrival. To avoid the cancellation fee of 50% of your total reservation amount, notification of cancellation must be received at least 15 days prior to the scheduled arrival.

Signature _____ Date _____

Guaranteed check-in time is 4:30 PM, although all efforts will be made to accommodate guests who arrive early. Check-out time is 10:30 AM. Unless indicated, the above rates are subject to a 9% Maine State Tax and a 7% Service charge.