

# Garner Unit

## 2009 Mary Kay – Sapphire Seminar

July 19-22, 2009

### Reservation Instructions

These instructions provide the only accepted method to be used for guest room reservations during seminar.  
All reservations must be made by June 19, 2009

**LOGON TO:** <https://resweb.passkey.com/go/garner09>

Click or type the above login script into your Internet search engine.  
Once the webpage page is displayed, please fill in the information..

**NOTE: The names of all persons staying in the guestroom must be provided on the online reservation. Each person staying in the room must have the same arrival and departure dates. Bed type is based on availability and will be assigned at check-in.**

A reservation confirmation number will be generated at the completion of this process.  
Retain that confirmation number and refer to it when making changes to the reservation.

**SPECIAL REQUESTS/ ADA NEEDS MUST BE INDICATED ON THE ONLINE RESERVATION.**

**Room Rates and 15% Tax:** Daily room rates are based on the number of people in the room.

	<u>RATE</u>	+ <u>15%TAX</u>	= <u>TOTAL</u>
King (Single or Double Occupancy)	\$145.00	+ \$21.75	= <b>\$166.75</b> per room each night
Double/Double-2 beds (Double/Triple or Quad Occupancy)	\$155.00	+ \$23.25	= <b>\$178.25</b> per room each night

**Note:** A limited number of rollaway beds are available for use in King bedded rooms only at **\$10.00** each per day.

**RESERVATIONS:** Reservations for the above room block to be made individually through a unique personalized **Internet weblink**. All reservations, revisions and changes are the responsibility of the individual named on the reservation confirmation. It is understood that you will be responsible for providing reservation instruction to each of your attendees.

**CHANGES/CANCELLATIONS:** All changes and cancellations to reservations must be made online or by calling **1-888-421-1442**. Any change or cancellation can be made up to midnight on **July 5, 2009, 14 days prior** to arrival. On **July 6, 2009**, reservations will be transferred to the Hyatt Regency Dallas reservations system. Beginning **July 7, 2009 and until arrival**, changes can be made by calling, **Hyatt Central Reservations at 1-800-233-1234**. **Changes or cancellations must include the reservation confirmation number received when the online or by phone reservation was completed and confirmed.**

**Cancellations within 14 days of arrival will be charged one (1) night's room & tax.** No roommate changes will be accepted at check-in.

**DEPOSITS/GUARANTEES:** All online reservations for guestrooms must be guaranteed with a credit card. Cash and check payments cannot be used online. Cash and checks can be accepted at check-in at the Hotel's Front Desk. **No check payments accepted prior to check-in.**

**GUESTROOM CHARGES:** It is understood that each individual attendee will be responsible for room, tax, incidental charges, and any other charge not previously authorized to be billed to the Master Account. All cash payments must be paid upon check-in. If a credit card is not used at check-in, an **Incidental Deposit of \$40.00 each night will also be required at check-in**. The Incidental deposit will be credited to your room account and only used to cover incidental charges posted to your room account. Accounts with Credit Cards must be settled upon checkout.

**Reservations must be made by June 19, 2009**