



ESSA SPRING 2024 CONFERENCE
HOTEL OVERNIGHT RESERVATION FORM
APRIL 10 & 11, 2024

Courtyard Marriott Lake George
365 Canada Street, Lake George NY 12845
Tel (518) 685-3402
Email: Jennifer.carusone@marriott.com

Reservations are on a first-come, first serve basis. No phone reservations, **this form must be received by March 5, 2024.** Emailing this does not guarantee that you will have a room at the Courtyard Marriott Lake George. E-mail this form to Jennifer.carusone@hmmhotels.com at the Courtyard Marriott Lake George. Your e-mailed confirmation should arrive within 3 business days. Check-in: 4 PM Check-out: 11 AM

Wednesday NIGHT PKG: Accommodations for Thursday Night; with the following meals and gratuities.			
Wed. Apr. 10	Dinner Buffet		
Thu. Apr. 11	Breakfast Buffet		
		Please Circle your Package Choice	Select room type / Not Guaranteed
	Thursday Night	Single Occ.	
	Package Price with tax	\$271.51	_____ 1 King or Queen Bed
	Package Price tax exempt	\$247.80	_____ 2 Queen Beds

Name: _____ **Arrival Date:** 4/10/2024 **Departure Date:** 4/11/2024

Address: _____

Phone Number : _____ **Email Address:** _____

All reservations must be secured with a credit card, purchase order or prepayment of check or money order made payable to "Courtyard Marriott Lake George".

Checks must be received by March 5, 2024. Reservation received with no form of guarantee will not be accepted.

Cancellations must be received by April 7, 2024 to avoid a cancellation fee of one nights reservation.

Credit Card Type _____ American Express _____ Diners Club _____ Discover _____ Visa _____ Master Card

Credit Card # _____ **Expiration Date:** _____

Name on Card _____

Room Mate 1: _____ **Arrival Date:** _____ **Departure Date:** _____

Room Mate 2: _____ **Arrival Date:** _____ **Departure Date:** _____

One registration form is required for each attendee in the room. Please have your room mate complete their own form, listing you as their share.

If your room mate is simply sharing the room and is not attending session or meals, check here _____, no other forms are required.

_____ I have attached a completed NYS Tax Exemption Form and am requesting tax exempt rates.