

# 2014 MPF Convention Group Hotel Request Form 6 or More Rooms



The hotels will not accept any reservations directly.

Please complete the following form to secure your hotel accommodations. You must include a credit card number for a guarantee.

Visit Saint Paul Housing Bureau will send a hotel reservation acknowledgement via email. The deadline for submitting this form is February 3, 2014; however, MPF hotel blocks will fill up faster than that so please get your request in as early as possible.

MPF's special rates are available March 18-20, 2014. (Please note, early arrival rooms on shoulder dates (March 16, 17 and 20) are in limited supply and may not be available at all hotels.) All hotels in downtown Saint Paul are 100% smoke-free.

**DEADLINE: February 3, 2014**

<b>CONTACT INFORMATION</b> (acknowledgement of reservation(s) will be emailed or faxed to this person):	<b>Return this form to:</b>
Name _____ <input type="checkbox"/> Attendee <input type="checkbox"/> Exhibitor	 <b>Email:</b> ldurben@midwestpoultry.com  <b>OR</b>  <b>Fax to:</b> 763-682-5546
Company Name _____	
Address _____	<b>QUESTIONS OR COMMENTS:</b> Email: ldurben@midwestpoultry.com Phone: 763/682-2171
City _____ State/Province _____	
Zip/Postal Code _____ Country _____	
Phone _____ Fax _____	
Email _____	

**SPECIAL RATES HAVE BEEN ARRANGED AT THE FOLLOWING HOTELS:**


Hotel	Single/Double Rate (1-2 people)	Triple Rate (3 people)	Quad Rate (4 people)	Cancel Policy	Restaurant	Valet Parking**	Self-Parking**	Parking Ramp Clearance	Voice Mail	Data Ports	Wi-Fi	Business Center	Room Service	Coffee Maker	Fitness Center	Indoor Pool
Crowne Plaza Riverfront Hotel	\$134	\$144	\$154	March 13	1	No	Yes-\$17	5'9"***	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
DoubleTree by Hilton Hotel	\$129	\$139	\$149	March 13	1	No	Yes-\$15	7'	Yes	Yes	Yes	Yes	Yes-p.m.	Yes	Yes	Yes
Holiday Inn Saint Paul Downtown*	\$123	\$133	\$143	March 13	1	No	Yes-\$15	7'	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
The Saint Paul Hotel**	\$174	\$189	\$204	72 hrs.	2	Yes-\$18	Yes-\$18	6'2"	Yes	Yes	Yes	Yes	Yes	Yes-by request	Yes	No
Embassy Suites Saint Paul-Downtown* <sup>b</sup>	\$159	\$169	\$179	72 hrs.	1	No	Yes-\$15	surface lot	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

\* Limited # of rooms may be available. <sup>a</sup> The Saint Paul Hotel offers mostly king rooms with limited 2-bed rooms. <sup>b</sup>Rate includes cooked-to-order hot breakfast daily & evening manager's reception  
 \*\* Rates subject to change include 13.625% state and city room tax. Parking is not included. Parking rates listed above are per day and are subject to change.  
 \*\*\* Clearance listed is for Crowne Plaza ramp. Capitol City Plaza Parking Ramp across street from Crowne has clearance for taller vehicles.

**HOTEL PREFERENCE:**

Please list up to 3 hotels in order of preference. While we strive to honor your 1st choice hotel, MPF reserves the right to offer you rooms at other hotels, depending upon space availability for large blocks.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

  Please check here to request an accessible room.

**ROOM RESERVATIONS:** Use additional sheets of paper to add more than 8 room requests, if needed

Room Request (king or 2 beds)	Number of Persons in Room	Name of Room Occupant(s)	Arrival Date	Departure Date
1. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
2. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
3. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
4. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
5. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
6. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
7. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
8. <input type="checkbox"/> King Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____

**CREDIT CARD GUARANTEE:**

In order to process your hotel request, you must supply the Visit Saint Paul Housing Bureau with a credit card number and expiration date to guarantee your reservation. Only credit card guarantees will be processed. Credit card must be valid through dates of the event.

**CANCELLATION POLICY:**  
**Crowne, DoubleTree and Holiday Inn - reservations cancelled after March 13, 2014 at 11:59 p.m. will be charged one night's room rate + tax.** (No penalty for reservations cancelled prior to March 13)  
**The Saint Paul Hotel & Embassy - reservations cancelled less than 72 hours prior to day of arrival at 4:00 p.m. will be charged one night's room rate + tax.** (No penalty for reservations cancelled up to 72 hours prior to arrival date)

Please guarantee my reservation to my:  VISA  MasterCard  American Express  Discover

Cardholder's Name \_\_\_\_\_ Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

CVV Code \_\_\_\_\_ Signature \_\_\_\_\_

Hotel Rewards Acct (if any): \_\_\_\_\_  
 (Specify rewards account name and account number above)

**IMPORTANT HOTEL INFORMATION:**

**RESERVATIONS**  
 Reserve early! Only a limited number of rooms are available at the special, discounted rates and availability cannot be guaranteed.

Deadline to reserve your room(s): February 3, 2014  
 Please be aware rooms sell out quickly so MPF recommends you book your room(s) upon receipt of this form.

Room reservations will **NOT** be accepted directly by the hotels listed.

Prices do not include, taxes, parking, energy surcharges or other fees charged by the hotels.

Special requests cannot be guaranteed.

**CHANGES/CANCELLATIONS**  
 ALL CHANGES AND CANCELLATIONS through February 3, 2014 must be made directly through the Visit Saint Paul Housing Bureau or MPF. This can be done by fax, email or phone. Beginning February 10, 2014, all changes and cancellations must go directly through the hotels.

**At the Crowne, DoubleTree Hilton and Holiday Inn, reservations cancelled after March 13, 2014 beginning at 11:59 p.m. will be charged one night's room rate + tax.** (For reservations cancelled prior to March 13, there is no penalty.) **At The Saint Paul Hotel and Embassy Suites, reservations cancelled less than 72 hours prior to day of arrival at check-in time of 4:00 p.m. will be charged one night's room rate + tax.** (For reservations cancelled up to 72 hours prior to arrival date, there is no penalty.)

Failure to arrive on your confirmed arrival date will result in forfeiture of first night's room charge plus tax and loss of your room for the entire stay.

**RESERVATION ACKNOWLEDGEMENTS**  
 Reservation acknowledgements will be provided to you from the Visit Paul Housing Bureau via email.

Your acknowledgement # from the Visit Saint Paul Housing Bureau will **NOT** match the hotel's confirmation # for your reservation. The hotels will send/email separate confirmation #'s to you in March.

If you do not receive an acknowledgement, please contact Lara Durben at ldurben@midwestpoultry.com or 763/682-2171, or the Visit Saint Paul Housing Bureau at info@visitsaintpaul.com or call 651/265-4900.  
 \* Please mention Midwest Poultry when calling.