

Harrisburg College Showcase

ROOMING LIST INSTRUCTIONS

Discounts or promotional rates procured by any method are not applicable.

All teams are required to book their rooms through Travel By Design, the tournament booking service.

COMPLETE "TEAM CONTRACT". A HOTEL CANNOT BE ASSIGNED UNLESS THE "TEAM CONTRACT", COMPLETED IN ITS ENTIRETY, ACCOMPANIES THE TEAM'S ROOMING LIST FORM.

COMPLETE ALL SECTIONS OF THE "ROOMING LIST" FORM. SUBSTITUTE FORMS WILL NOT BE ACCEPTED.

AFTER COMPLETING "ROOMING LIST FORMS" INCLUDING THE "TEAM CONTRACT" YOUR LIST WILL THEN BE FORWARDED TO THE 1ST AVAILABLE TOURNAMENT HOTEL BASED ON YOUR PREFERENCES.

ROOMS MUST BE RESERVED WITH A VALID CREDIT CARD NUMBER. PLEASE HAVE ALL CREDIT CARD INFORMATION ON THE LISTS PRIOR TO SUBMITTING OR SUBMIT TEAM CONTRACT AND ROOMING LIST AND RECEIVE DIRECTIONS FOR PARENTS TO SUBMIT CREDIT CARDS ONLINE. ON A SECURE PAGE. **Credit cards are handled by a bonded and licensed Travel Agent and will be used only for room reservation with intended hotel.**

NOTIFICATION OF YOUR TEAMS HOTEL & HOTEL CONTACT PERSON WILL BE SENT BY FAX OR E-MAIL, IN MOST CASES AFTER LIST IS RECEIVED BY Harrisburg College Showcase planner.

TEAMS REQUESTING LODGING AT THE SAME HOTEL WITH OTHER TEAMS SHOULD INDICATE THIS IN THE SPACE PROVIDED ON THE HOTEL SELECTION BOX THAT ACCOMPANIES THE Hempfield Fall CLASSIC ROOMING LIST FORM. FURTHERMORE, LISTS SHOULD BE SUBMITTED TOGETHER WHENEVER POSSIBLE.

CHANGES TO ROOMING LISTS AND SPECIAL REQUESTS REGARDING YOUR TEAM S ROOM BLOCK SHOULD BE COORDINATED THROUGH YOUR HOTEL CONTACT PERSON ONLY. PLEASE NOTE: IN ORDER TO ACCOMMODATE YOUR GROUP AS COMFORTABLY AS POSSIBLE, IF ADDITIONAL PEOPLE HAVE DECIDED TO ATTEND THUS INCREASING THE NUMBER OF INDIVIDUALS IN A PARTICULAR ROOM, IT IS VERY IMPORTANT TO NOTIFY YOUR HOTEL REPRESENTATIVE OF THE CHANGE.

ALL HOTELS DO ATTEMPT TO CONFIGURE EACH TEAM'S BLOCK OF ROOMS AS CLOSE TO ONE ANOTHER WHENEVER POSSIBLE. HOWEVER, DO KEEP IN MIND THAT MANY VARIABLES SUCH AS BUT NOT LIMITED TO, SPECIAL REQUESTS, ROOMING LIST ADDITIONS, HOTEL CONFIGURATION, ETC., MAY TEND TO FRAGMENT YOUR TEAMS ROOM BLOCK.

CANCELLATIONS for one or two rooms per team, WILL BE ACCEPTED BY THE HOTEL UP UNTIL 72 HOURS PRIOR TO THE LISTED ARRIVAL DATE.. INDIVIDUALS NOT CANCELLING PREVIOUSLY RESERVED ROOMS WILL BE CONSIDERED A NO SHOW AND WILL BE CHARGED FOR 1 ROOM NIGHT PLUS TAX. And their reservatoin will be cancelled for the remaining night.

EARLY DEPARTURES WILL NOT BE ALLOWED

A MANDATORY REQUIREMENT IS THAT TEAMS WILL BOOK AND STAY TWO NIGHTS PER ROOM.

AT CHECK-IN (REGARDLESS OF THE METHOD OF PAYMENT) A REPRESENTATIVE FROM EACH ROOM SHOULD LEAVE A CREDIT CARD IMPRINT TO COVER ANY INCIDENTAL CHARGES (I.E.-PHONE CALLS, ROOM SERVICE, MOVIES, ETC.) INCURRED THROUGHOUT THE WEEKEND.

TEAMS & INDIVIDUALS CAN CHECK-IN THROUGHOUT THE DAY OR EVENING. LISTED CHECK-IN TIME IS 4:00 P.M.. HOWEVER, DURING PERIODS OF HIGH OCCUPANCY, ROOMS MAY NOT BE AVAILABLE UPON ARRIVAL. ALL ROOMS ARE GUARANTEED FOR LATE ARRIVAL IF COMPLETE CREDIT CARD INFORMATION HAS BEEN PROVIDED ON THE ROOMING LIST FORM.

ROOMS ARE EQUIPPED WITH EITHER TWO STANDARD BEDS OR A KING SIZE BED WITH A PULL-OUT SOFA. HOWEVER, IN AN EFFORT TO ACCOMMODATE AS MANY TEAMS AS POSSIBLE WITH THEIR HOTEL OF CHOICE, OCCASIONALLY ROOMS MAY BE ASSIGNED THAT ARE EQUIPPED WITH A KING SIZE BED TO PARTIES LISTING A PARENT AND child ONLY. **NON SMOKING IS ONLY A REQUEST AND CANNOT BE GUARANTEED DUE TO THIS EVENT SELLING OUT MOST HOTEL ROOMS IN AREA.**

ROLLAWAYS/COTS ARE AVAILABLE AT MOST HOTELS. EXTRA CHARGES MAY APPLY FOR ROLLAWAYS.

Harrisburg College Showcase Tournament Hotel Booking

TEAM CONTRACT

(please complete and submit to Travel By Design)

Tourn. Date	_____	Last Years Hotel Stay	_____
Team Name:	_____	Home Phone	_____
Team Contact:	_____	Work Phone	_____
Age Group/Div.	_____	Cell Phone	_____
Girls	_____	Email Address	_____
Tournament Registration #	_____		

HOTEL SELECTION

List hotel brands in order of preference. We will try to honor request, but we cannot guarantee your brand preference based on availability.

Preferences are granted on availability in the Harrisburg College Showcase room block at the time your list is received.

Also, when reviewing preferences and placing teams at hotels, drive time will be taken into consideration when scheduling game times & locations.

1 _____ 2 _____
3 _____ 4 _____

Our team would like to stay at the same hotel as _____

IMPORTANT Total number of rooms expected for this team: _____

ROOM NIGHT REQUIREMENT POLICY

Some Hotels require a minimum of 2 nights stay per room and this is clearly listed on the hotel info website for each hotel!

The hotels also require a 72 hour cancellation for individual rooms prior to arrival, not to exceed 1 or two rooms per team group.

All out of town teams over 1 hour must fulfill their hotel requirements through TRAVEL BY DESIGN.

All rooms needed for each team, even if only one family wants a room, must be booked through Travel By Design.

All individual or team hotel bookings must be made through this service as required by the tournament.

As team contact, I, _____

acknowledge and understand the above Room Night Requirement Policy

statement and have passed this information onto my team. I hereby accept responsibility for any

charges as a result of non-compliance to said Team Contract and Hotel requirements made by my team.

Signed _____

Date _____

Print Address _____

City, State, Zip _____

Please fax, mail or email this form to

Travel By Design-Tracy Connors

1357 Laudermilch Road

Palmyra, PA 17078

1-717-489-0268 office number

1-888-481-4738 fax number

tconnors@tbd.travel or website www.tbd.travel



Harrisburg College Classic Team Rooming List



Fill out one line for each room needed.

Team Name:		Division/Level:			Tournament Date:					
Contact:	Phone (H)	Cell #	Phone (W)	Email :						
#	Reservation Name	Email Address	Number Adults	Number Children	Smoking Pref (S/NS)	Arriv. Date	Depart. Date	CC Type	Credit Card Number	CC Exp.
	John Sample	John@sample.com	2	2	NS	7/4/09	7/6/09	Visa	1234 5678 9012 3456	4/10
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Individual cancellations must be confirmed, by the Team Contact calling the hotel directly, before 6:00 pm Three days (72 Hrs.) prior to arrival date. Late cancellations and "no shows" will be charged two room nights plus tax. Early Departures are also subject to hotel charges. All hotels require a two night, minimum stay. Room types will be either 2 double beds or a King bed with a pullout sofa. There is no guarantee of room type, only that you will have one of these two types.