



SHERATON PHILADELPHIA DOWNTOWN

UPMUNC 2018

Please PRINT clearly and provide all information.

SCHOOL NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FACULTY ADVISOR NAME: _____

FACULTY ADVISOR E-MAIL: _____

PHONE: _____

FAX: _____

- ROOM RATE IS \$261.83 INCLUSIVE PER ROOM PER NIGHT.
- PORTERAGE (LUGGAGE HANDLING) IS MANDATORY FOR ALL ATTENDEES. THE CHARGE WILL BE \$9.00 PER PERSON INCLUSIVE.
- HOTEL WILL ONLY ACCEPT RESERVATIONS SUBMITTED ON THESE FORMS with complete rooming list AND full payment.
- RESERVATIONS AND FULL PAYMENT ARE DUE TO Annalisa McDuffie BY: **OCTOBER 9, 2018.**
- CANCELLATION POLICY: Must cancel in writing 72 hours prior to arrival otherwise you will be charged one nights room and tax for each room cancelled.
- MAIL RESERVATIONS, ROOMING LIST, AND FULL PAYMENT TO:
Sheraton Philadelphia Downtown, 201 N. 17th Street Philadelphia, PA 19103
Attention: Annalisa McDuffie
(fax:215-448-2853)
(email: annalisa.mcduffie@sheratonphiladelphiadowntown.com)
- HOTEL WILL ONLY ACCEPT FULL PAYMENT THROUGH THE ATTENDING SCHOOL VIA school check, money orders, cashiers checks (no personal checks) or credit card. If using credit card, group leader will need to reach out to Annalisa McDuffie and she will send a secure link to be completed for credit card payment.
- CHECK (Payable to: Sheraton Philadelphia Downtown, 201 N. 17th Street, Philadelphia, PA 19103, mail to the attention of: Annalisa McDuffie)
- PLEASE COMPLETE THE SUMMARY INFORMATION BELOW:

Total Rooms _____ x # of nights _____ x \$261.83 = _____

Total # of people _____ x \$9.00 = _____

Grand Total Enclosed _____



SHERATON PHILADELPHIA DOWNTOWN

UPMUNC 2018

SCHOOL NAME: _____

ARRIVING BY BUS OR VAN: _____

REQUESTED TIME OF ARRIVAL: _____

*Check in is at 3pm. We will contact the faculty advisor if earlier arrival time is available.

ROOMING FORM (please make extra copies of form if needed)

ALL INFORMATION NEEDS TO BE PRINTED CLEARLY

| Room # 1 | Last Name | First Name | Arrival Date | Departure Date |
|--------------|-----------|------------|--------------|----------------|
| Occupant # 1 | | | | |
| Occupant # 2 | | | | |
| Occupant # 3 | | | | |
| Occupant # 4 | | | | |

| Room # 2 | Last Name | First Name | Arrival Date | Departure Date |
|--------------|-----------|------------|--------------|----------------|
| Occupant # 1 | | | | |
| Occupant # 2 | | | | |
| Occupant # 3 | | | | |
| Occupant # 4 | | | | |

| Room # 3 | Last Name | First Name | Arrival Date | Departure Date |
|--------------|-----------|------------|--------------|----------------|
| Occupant # 1 | | | | |
| Occupant # 2 | | | | |
| Occupant # 3 | | | | |
| Occupant # 4 | | | | |