

Tuesday, February 26, 2008

Mr. Dan Graeter
Tri State SWANA Conference
2550 Sandridge
Dayton, OH 45439

Dear Mr. Graeter,

Thank you for choosing the Millennium Hotel Cincinnati for your event in **July, 2008**. In order to best serve your attendees, we are able to accept reservations in a number of ways.

Telephone: Guests may call the hotel toll free at **(800) 876-2100**

Fax: Guests may fax their reservation to (513) 357-8688 using the attached fax information page.

Booking Link: The following link will enable guests to make reservations via the internet:

[Millennium Hotel Cincinnati](#)

Website: www.millenniumhotels.com/cincinnati (Enter the group code **DE00195335** where prompted)

We are looking forward to the arrival of **Tri State SWANA Conference**. Please do not hesitate to contact hotel at (800) 876-2100 or unirezreservations-cinn@mill-usa.com for further information or if you have any questions.

Sincerely,

Millennium Hotel Cincinnati
Reservations Department

GUEST RESERVATION REQUEST

TO:	Reservations Department	FROM:	
FAX:	513-357-8688	PAGES	
PHONE:	800-876-2100	DATE:	
RE:	RESERVATION REQUEST	CC:	

GROUP NAME:	Tri State SWANA Conference		
GUEST NAME:			
ADDRESS:			
PHONE NUMBER:			
ARRIVAL DATE:			
DEPARTURE DATE:			
ROOM TYPE PREFERENCE: SPECIAL REQUESTS:			
CREDIT CARD NUMBER:			
EXPIRATION DATE:		CREDIT CARD TYPE:	

All reservations must be guaranteed for arrival with a valid credit card or one night's room and tax deposit received no later than five (5) business days after reservation is made. The cancellation policy for this group is 4:00 P.M. day of arrival. To avoid a cancellation fee equal to one night's room and tax, you must cancel your reservation by 4:00 P.M. Eastern Standard Time.

Room type preferences including smoking or bedding may be requested but are **not** guaranteed. We will do our best to accommodate guest requests, but they are based upon availability at time of check-in.

Check in time is 4:00 P.M. and check out time is 12:00 P.M. Guests must present a valid photo ID at check in. We accept cash, check and major credit cards (VS, MC, AX, DC, DS, CB). There is an ATM conveniently located in our lobby. Once this reservation request form has been received, a printed confirmation will be sent by mail to the address listed above. Thank you, we look forward to having you as our guest.