

THE ADOLPHUS - WELCOMES MARY KAY COSMETICS - for SEMINAR 2010

Brothers Area Emeralds – July 25-28, 2010

Completing Your Official Mary Kay Seminar 2010 Housing Form:

To eliminate any confusion in processing your form or upon check-in, please print or type when completing your housing form. Additionally, please make sure that all segments on the form are completed. Incomplete forms will be returned without being processed.

Reservations will only be accepted via this official housing form. After completion, mail or fax your form directly to The Adolphus. Package reservations will not be taken by telephone. Roommate changes, cancellations or existing reservation changes are only accepted in writing up until one week prior to arrival, thereafter, you may make changes by phone up until 48 hours prior to arrival. To secure reservations within this guestroom block you must be on a Mary Kay Package.

- Hotel Address: 1321 Commerce Street Dallas, TX 75202 Reservations Telephone: 1.800.221.9083 or 214.651.3500
- Reservations Office Fax Number: 214.651.3561
- Reservations email: reservations@adolphus.com

If you are sharing a guestroom, comprehensive information for each occupant must be provided on this housing form at the time of receipt. Housing forms that are not completely filled out with roommate(s), address, arrival & departure dates, required extra nights, telephone and credit card information will be returned and no guestroom will be held. One housing form per room, please.

Your cut-off date or deadline date for securing reservations is **Friday, June 25, 2010**. Reservations received after this date will be handled on a space/availability basis and your special Mary Kay rates/package may not be available.

Cancellation, Loss of Roommate and Refund Policy:

- In order to receive a full refund, your reservation must be cancelled 48 hours prior to your housing form arrival date.
- If a roommate changes his/her room, fails to show or cancels, the remaining roommate(s) absorb the difference in the cost of the package.
- The Adolphus is not responsible for finding replacements for no-show or canceled roommates.
- ROOMMATES WILL NOT BE CHANGED IN THE REGISTRATION LINE AS THIS SIGNIFICANTLY DELAYS YOUR CHECK-IN PROCESS.

Package Specifics and Rates:

The Adolphus is pleased to announce a special housing package has been designed especially for you. As your package rates are based upon a mandatory (3) night stay combined with food & beverage package, late arrivals or early departures will not receive a partial refund for room nights or food & beverage that is not consumed.

Your Mary Kay Package includes: Awards Banquet, Buffet Breakfast served on Wednesday, July 28 and Room & Tax.

TRIPLE PACKAGE PRICE: Three (3) People Per Room: \$264.21 (per person)
DOUBLE PACKAGE PRICE: Two (2) People Per Room: \$333.79 (per person)
SINGLE PACKAGE PRICE: Single (1) Person Per Room: \$549.41 (per person)

*Note: Three people in one room are the maximum occupancy allowed for Seminar 2010. **Quadruple occupancy or (4 people) is not allowed.**

If hotel occupancy allows for arrivals earlier or departures later than your package dates, a special room rate will be afforded for additional nights (Pre/Post Package). Rates provided below do not include room tax of 15%. Also, pre/post package room rates will be divided by the number of occupants in the room. For example: Triple rate is \$151.00X15% tax=\$173.65 divided by 3 = \$57.88

Extra Nights, Non-Package - SINGLE: \$133.00 Per Room DOUBLE: \$141.00 Per Room TRIPLE: \$151.00 Per Room

Guestroom Assignments:

As with Seminar 09', we will assign all guestrooms upon check-in. You may not receive the same number of beds, location, view or room type for Seminar 2010, as you received for prior seminars. Special requests are noted on your folio or account, but are not guaranteed. Again, guestroom configuration and numbers of beds are assigned following guidelines 1-3, with the comfort of all seminar attendees in mind.

- 1) Double/doubles or rooms with two beds are assigned to triple occupancy/packages only.
- 2) When our inventory of rooms with two beds is depleted, we will then assign triple occupancy/packages a king or queen bed and one rollaway bed.
- 3) Rooms with double occupancy or two people will be assigned to a room with one bed, a king or queen. Guestrooms with one or two occupants do not receive two beds.

Settlement, Guarantee or Payment of Your Account:

- A guarantee must accompany your reservation - either major credit card or money order. Non-guaranteed reservations are returned and no space will be held. You may choose to pre-pay your portion of the package with major credit card.
- Accepted credit cards: Discover, MasterCard, Visa and American Express. *Personal checks are not accepted for payment.*
- The Adolphus requires a **\$20.00 incidental deposit with cash or credit card for each night stay**. If no incidental charges are posted to your account, your credit card will not be charged, the \$20.00 will be refunded upon checkout if cash is used.
- Your debit card is also a valid form of guarantee and payment. Sufficient funds must be available to settle your account upon check-in.
- Upon check-in, your debit card or credit card WILL BE AUTHORIZED OR CHARGED FOR YOUR PORTION OF THE PACKAGE AND INCIDENTALS, IF ANY.
- Accounting will not reverse any authorizations on credit or debit cards. Once your card has been charged, it will not be reversed.
- Please note that debit card authorizations (the amount deducted from your account regardless of consumption) may take up to 10-14 business days to release.
- If you present a credit/debit card upon check-in, The Adolphus "holds or flags" the package price plus incidental deposit on your credit or debit card. **Keep this in mind if you intend to settle with cash upon checkout.**
- **Overnight parking is \$20.00 per day.**

Meal Tickets

Meal tickets for your food & beverage functions are attached to your registration folio and will be distributed upon check in. Entrance to all meal functions is only accessed with a ticket. Additional meal tickets may be purchased at select venues within the hotel. Look for dates and times for meal ticket sales when registering. No cash refunds or credits toward your final folio will be made for unused or lost meal tickets. Unused meal tickets have no cash value.

Check-In and checkout times:

Registration begins on the hotel Mezzanine Level promptly at 10:00 AM. No early access is permitted unless we are able to open earlier. Guestrooms are assigned as they become clean and vacant, and a wait for your guestroom may be necessary. To expedite check-in of the seminar following yours, a checkout time of 10:00AM will be strictly enforced. A \$50.00 late checkout administration fee will be assessed to all parties departing after 10:00AM. Bell service will store your luggage.

Please complete the form below and return to The Adolphus (PLEASE TYPE OR PRINT)

THE ADOLPHUS ATTENTION: RESERVATIONS DEPARTMENT 1321 COMMERCE STREET, DALLAS, TEXAS 75202 TELEPHONE NUMBERS: 800.221.9083 OR 214.651.3500 RESERVATIONS FAX NUMBER: 214.651.3561 EMAIL: reservations@adolphus.com Brothers Area Emeralds – July 25-28, 2010			
1) NAME	POSITION		
ADDRESS	CITY	STATE	ZIP
ARRIVAL DATE	DEPARTURE DATE		
TELEPHONE #	DIRECTOR'S NAME		
CREDIT CARD #	TYPE	EXP. DATE	
EXTRA NIGHTS	TO	E-MAIL	
2) NAME	POSITION		
ADDRESS	CITY	STATE	ZIP
ARRIVAL DATE	DEPARTURE DATE		
TELEPHONE #	DIRECTOR'S NAME		
CREDIT CARD #	TYPE	EXP. DATE	
EXTRA NIGHTS	TO	E-MAIL	
3) NAME	POSITION		
ADDRESS	CITY	STATE	ZIP
ARRIVAL DATE	DEPARTURE DATE		
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