



SHERATON

Denver Downtown Hotel

Welcome HOSA 2020,

On behalf of the entire Team of the Sheraton Denver Downtown, we would like to extend a warm welcome to you. Included is some important information for the upcoming conference.

Reservations:

- If you are booking 4 or less guestrooms, please use the link:
<https://book.passkey.com/gt/217738133?gtid=a34222af29f4dce5dbaf2140b64ef9a0>
- If you are booking 5 or more guestrooms, please fill out the attached rooming list template and email it to Kimberly.Petrucci@Sheraton.com and Destinee.Rogers@SheratonHotels.com
- The deadline for reserving guestrooms is **Friday, January 31, 2020**

Billing:

- If you intend to pay via check, please ensure the hotel receives this 2 weeks prior to arrival date. Please reference your school name and number of rooms and mail to:
Sheraton Denver Downtown
1550 Court Place, Denver CO 80202
- If you intend to pay via credit card, please mark this on your rooming list, and we will send a credit card authorization link back to you

Tax Exemption:

- If applying for tax exemption, all of the below referenced forms and documents must be returned to Destinee.Rogers@SheratonHotels.com no later than January 31, 2020. Partially completed documents will not be accepted and will delay the approval. If you do not receive notice that all documents are approved, you will be expected to pay the taxes in full. These forms are attached.

Tax Exemption Document Checklist:

(All items are required)

- ☐ FORM #1: Claim for Exemption from Denver Sales, Use or Lodger's Tax
- ☐ FORM #2: State of Colorado Affidavit of Non-Taxable Sale to Tax-Exempt Organization
- ☐ FORM #3: Standard Home Rule Affidavit of Exempt Sale
- ☐ COPY OF State issued tax certificate (not needed if federal government)

General Hotel Reminders:

- Check in: 4:00 PM,
- Check out: 11:00 AM
- There is no bus parking on site. Additional bus information will be provided by 1/31/2020.