



ARIZONA
HOTEL & LODGING
ASSOCIATION

Arizona In-State Government Travel Preferred Hotel Program

Memorandum of Understanding

This Memorandum of Understanding (“Agreement”) is entered into and is effective as of January 1, 2011 (“Effective Date”), by and between the Arizona Hotel & Lodging Association (“AzHLA”) and said property (_____), which is located at _____, _____, AZ _____.

In this Agreement the said property as stated above, agrees to the following terms and conditions of the in-state government travel **Preferred Hotel Program**:

1. Offer rates equal to or below the Arizona State Lodging per diem. This does not apply to “Group or Convention Travel” as higher rates may be applicable.
2. Provide a 24-hour cancellation policy during “peak” season. During “non-peak” seasons, property will accept “morning of” cancellation policy of 10AM.
3. Provide the ability to book and confirm rooms through the hotel website at the State Lodging per diem rate. If property does not have a website or supporting reservation system, reservations by phone will be accepted.
4. Accept American Express Purchase Card (including ghost cards) and/or establish “direct billing” account with state agencies when applicable.
5. Offer Emergency Lodging Per Diem rates. (Ex: If a State employee is doing field work and needs to make an unexpected, unscheduled overnight stay due to safety reasons, said hotel shall offer the State Lodging Per Diem for any available room regardless of booking policy or room allotment.) Abuse of this policy should be reported immediately.
6. Provide state government room booking reports to the Arizona Hotel & Lodging Association upon request. Information to include but not limited to agreed upon State Lodging rate, number of room nights consumed and total State Lodging revenue (State rate x total number of State room nights) by month. If said property fails to comply with this request, it understands that it may be removed from this program without notice and the participation fee will not be refunded.
7. Confirmed reservations must be honored. In the event a room is not available, hotel must have a “Walk Policy” and provide comparable accommodations at a nearby lodging establishment.
8. Offer a State Lodging per diem rate at or below current published rates.
9. Provide “blackout” dates for special events, “peak” and “non-peak” seasons.
10. Term of Agreement: This is an annual Agreement and shall run through December 31, 2011.
11. Cancellation: This Agreement may be cancelled by either party for any reason upon a 30-day written notice. No refund will be issued.

Effective March 1, 2006, all State employees must give List Properties “First Choice” vs. non-participating properties. Properties that have not agreed in writing to the above requirements will not be included in the Preferred Hotel Website Directory.

Preferred Hotel Website Directory

AzHLA, as part of this agreement, will create a website of all participating lodging establishments listed by city. Listing will contain, at minimum, property name, address, reservation phone number, website URL, and a breakdown of dates that your property is willing to accept State Lodging per diem rates.

Response Format

The Arizona Hotel & Lodging Association in partnership with the Arizona Department of Administration has developed the following hotel enrollment form (See attached) to be used as the official entry document into this program. Please provide all requested information; incomplete responses will be reviewed last. Please return all completed documents and payment to the Arizona Hotel & Lodging Association. Invoices and receipts will be provided upon request.

By mail: Arizona Hotel & Lodging Association
Attn: State Travel Program
1240 E. Missouri Avenue
Phoenix, AZ 85014

By fax: (602) 604-0769

By email: dnance@azhla.com

Participation Fee

To participate in the Arizona In-State Government Preferred Hotel Directory, said property agrees to be charged an annual \$3.00 per room fee based upon total number of rooms at said property (Ex: 100 room property x \$3.00 per room = \$300.00) with a maximum limit of \$1,200.00. If said property is an Arizona Hotel & Lodging Association member, the total cost to participate is \$50.00. As a member benefit, AzHLA subsidizes a portion of your annual dues to participate in this program.

Questions

If you have questions regarding the terms and conditions of this program, please contact David Nance, Vice President of Membership, Arizona Hotel & Lodging Association at (602) 604-0729 / (800) 707-3921 or via email at dnance@azhla.com.

Enrollment Form Submission Deadline

There is no deadline to participate. We will continue to enroll new properties throughout the year.

Information Certification

By signing this form I agree to the above terms and conditions of this program. I also agree that the information submitted on the 2011 Arizona In-State Government Travel Preferred Hotel Program Enrollment Form is correct.

Property: _____

Arizona Hotel & Lodging Association

By: _____

By: David F. Nance, MHS, CTA

Title: _____

Title: Vice President of Membership

Date: _____

Date: October 1, 2010