

Dear 2019 MATCP 20th Annual Conference Attendee,

The staff of the Radisson Hotel Lansing is excited for your upcoming conference on March 28-29, 2019! In order to ensure the smoothest arrival process for you we wanted to provide some useful information to make sure you “know before you go!”

The following pieces of information will be extremely helpful in ensuring an easy arrival and check-in process:

Credit Card Authorization Forms

If you will be paying for more than just one (1) room with the same credit card, you will need to complete a credit card authorization form. Please call the hotel at 517-482-0188 or email frontdesk@radlansing.com to get a template and then send the completed version back. MATCP also has a downloadable form on their website.

Tax Exempt Information:

It is recommended that you send your tax exempt information to the hotel prior to arrival to ensure a quick and smooth check-in and check-out.

To be “tax exempt” (i.e. – have the State of Michigan tax removed from your final bill), you need **ALL** of the following:

A tax exempt ID form completed with the Federal Tax ID number on it.

Reservation Payment in one of the following ways:

- **Check** – must be from same entity as tax exempt paperwork
 - When sending a check, please verify it is for the correct amount to ensure a quick check-out. This means removing the 6% tax from the total of the reservation. Note – the hotel charges a 13% tax normally. If you are tax exempt, calculate your total with only a 7% tax due, instead of 13% (removing the 6% from the State of Michigan).
 - The equation would be: Room rate * tax * number of rooms * number of nights = total (include parking costs if you are also covering)
- **Credit Card** – must have same entity as tax exempt paperwork as the name on the credit card
 - You **MUST** have the credit card being used to pay for the room at the time of check in. However...
 - If you will **NOT** have the credit card when you check in, please request a Credit Card Authorization form from the hotel and *send it in prior to arrival*. You can call the hotel at 517-482-0188 to request this, or email frontdesk@radlansing.com.

Check-In/Check-Out and Luggage Storage:

- Check-In starts at 4pm, and Check-Out is at 12pm.
 - Please note due to anticipated business levels on **Wednesday, March 27th**, we will **not** have availability for early check-ins.
 - Please also plan to expect a wait when leaving on **Friday, March 29th** due to the logistics of everyone leaving at the same time.
- When you check-out of your room, if you are not leaving right away, the valet can again store your luggage for you until you are ready to leave. *Because of the volume of guests, we CANNOT honor requests to bring cars around for loading luggage unless you are leaving directly following that.*

We hope you understand that these policies are in place to ensure that we have the smoothest experience for all of our guests when checking in and checking out of the hotel.

Thank you, and we’re looking forward to seeing you!

Radisson Hotel Lansing at the Capitol
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