



ATLANTIC CITY

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DIRECTORS OF ATHLETICS 2024 CONF

Please see the following guidelines regarding purchase orders.

- Guest(s) must make their hotel reservation prior to a purchase order being sent
 - A credit card is required when making the hotel reservation (no exceptions)
 - The credit card provided will be charged for the first night's room rate plus applicable taxes
 - When Hard Rock receives the check for the reservation, the credit card will be refunded
- Accounts Receivable will need to have the purchase order signed and returned within 2 weeks of the reservation being made.
 - Purchase orders can be emailed to Jessica.Diaz@hrhcac.com ; groupfinance@hrhcac.com
- Payment in full must be received no later than 30 days in advance of arrival. Accounts Receivable will need to have the check deposited (cleared) and posted to the reservation for a smooth check-in.

Following is the address to submit purchase orders, checks and ST-5 forms (ST-4 forms are NOT accepted):

Hard Rock Hotel & Casino
1000 Boardwalk
Atlantic City, NJ 08401
Attn: Accounts Receivable/ Jessica Diaz

Please be aware that any checks received with the incorrect amount or checks received that are not associated with a confirmed reservation will be returned to sender.

Following is a room night breakdown when a purchase order is used to reserve a room:

\$69.00 room rate
\$20.00 resort fee
\$ 7.00 tourism fee

\$96.00 per night

Checks must be received by **FRIDAY, FEBRUARY 9th, 2024** or the reservation(s) associated with the purchase order will be the responsibility of the guest.

No checks or purchase orders will be accepted at the Front Desk or after the event. The only exception to receive after event will be if PO has been previously signed (and on file) and the check is in route.