



Arizona In-State Government Travel Preferred Hotel Program

Memorandum of Understanding

This Memorandum of Understanding ("Agreement") is entered into and is effective as of _____, 2017 ("Effective Date"), by and between the Arizona Lodging & Tourism Association ("AzLTA") 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 (see attached State Per Diem Rates).
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 Lodging & Tourism 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. Provide "blackout" dates for special events, "peak" and "non-peak" seasons.
9. Term of Agreement: This is an annual Agreement and shall run through December 31, 2017.
10. 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

AzLTA, as part of this agreement, will create a website of all participating lodging establishments (www.StayInAZ.com). Listing will contain, property name, address, and reservation phone number.

Marketing & Promotion

The Arizona Department of Administration will promote “Preferred Hotels” to all state government employees through the travel section of the General Accounting Office (<http://www.gao.az.gov/travel/default.asp>).

Please return all completed documents and payment to the Arizona Lodging & Tourism Association. Invoices and receipts will be provided upon request.

By mail: Arizona Lodging & Tourism Association
Attn: Alex McAlister
1240 E. Missouri Avenue
Phoenix, AZ 85014

By fax: (602) 604-0769

By email: amcalister@azlta.com

Participation Fee – AzLTA Member

As a member benefit, AzLTA currently subsidizes your annual dues to participate in this program.

Questions

If you have questions regarding the terms and conditions of this program, please contact Alex McAlister, Arizona Lodging & Tourism Association at (602) 604-0729 / (800) 707-3921 or via email at amcalister@azlta.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.

Property: _____

Arizona Lodging & Tourism Association

By: _____

By: Alex McAlister

Title: _____

Title: Member Services Manager

Date: _____

Date: _____