

**OVATION AND LAWYERS TRAVEL
2013 PREFERRED HOTEL PARTNERS PROGRAM
RATE LOADING INSTRUCTIONS**

SABRE RATE LOADING INSTRUCTIONS:

- IATAN: 33892891
- GDS: SABRE
- RATE CODE: LAW (if LAW is unavailable, let us know the code you use)
- PSEUDO CITY: F6V0
- CATEGORY: X
- CONTRACTED RATE (maybe referred to as a Consortium Rate)
- Ovation and Lawyers Travel rates should NOT be loaded as a "corporate" or "negotiated" or "special" rate in Sabre.
- All rates are 10% commissionable
- We will open viewership access to our branch offices ourselves therefore you only need to load rates under one pseudo city code: F6V0
- Please load our rates under the following heading: "OVATION AND LAWYERS TRAVEL"

APOLLO RATE LOADING INSTRUCTIONS:

- IATAN: 33892891 (PSEUDO CITY CODE: 2B5U)
- IATAN: 33702384 (PSEUDO CITY CODE: 2B5V)
- IATAN: 17800414 (PSEUDO CITY CODE: 161C)
- GDS: APOLLO
- RATE CODE: LTS (if LTS code is unavailable, please use LWR)
- All rates are 10% commissionable.
- Please have the hotel load our rates under the following rate heading: "OVATION AND LAWYERS TRAVEL"

We have provided you with a list of our IATA #s and Pseudo City Codes to track our production:
<http://www.ovationtravel.com/rfp2013/iatas2013.xls>

For questions regarding loading our rates, please contact:

hotelgds@ovationtravel.com

Email is preferable, however, if you need to speak to someone regarding rate loading please call:

Tony Pitcher

Tel: 917-408-1503

TERMS & CONDITIONS:

- The rates are guaranteed not to increase during effective date period.
- The electronic signature submitted in this RFP form represents a binding agreement with Ovation Corporate Travel and Lawyers Travel.
- The hotel agrees to pay the fee for each hotel selected and participating in the 2013 Preferred Hotel Partners Program.
- Failure to pay timely commission and marketing package fees will result in removal from the Preferred Hotel Partners Program.
- All rates are 10% commissionable.
- All negotiated rates must be loaded in the GDS no later than January 14, 2013.
- The rate header for our negotiated rates should read: "OVATION AND LAWYERS TRAVEL"
- Travel consultants will identify themselves as "Ovation" and/or "Lawyers Travel" when contacting the hotel.
- The signer of this contract must inform the reservations department of the contracted rates.
- We will send you an invoice based on your participation package in January 2013.