

SELECT

2020 RATE LOADING INSTRUCTIONS

KEY REQUIREMENTS:

- Load ALL THREE (3) rate codes below
- Rates must be commissionable
- Must include the SELECT amenities
- Rates must be loaded upon RFP acceptance
- For hotels that have been participating in the SELECT program in past years, please make sure your rate description is updated to reflect your **new 2020 amenities**.

GDS	RATE NAME	RATE CODE	PSEUDO CITY CODE	CATEGORY	ADDITIONAL COMMENTS
Sabre	Protravel SELECT	PRT	3MRC	N - Negotiated	Must return PRT in the rate code field
	ALTOUR SELECT	AHC	9PN1	N - Negotiated	Must return AHC in the rate code field
	Travel Leaders SELECT	TZE	3MRC	N - Negotiated	Must return TZE in the rate code field
Worldspan	ALTOUR SELECT	YHC	D9Z	N - Negotiated	Must return YHC in the rate code field
	Travel Leaders SELECT	TZE	C0P	N - Negotiated	Must return TZE in the rate code field
Apollo	ALTOUR SELECT	YHC	I3M	N - Negotiated	Add the number 1 to create 1YHC to the Point of Sale Table
	Travel Leaders SELECT	TZEL	1Y0I	N - Negotiated	Add the number 1 to create 1TZEL to the Point of Sale Table
Amadeus	ALTOUR SELECT	YHC	NYC1S21DX	N - Negotiated	*See below
	Travel Leaders SELECT	TZE	MSP6N2100	N - Negotiated	*See below
Pegasus	ALTOUR SELECT	AHC	TB	N - Negotiated	
	Travel Leaders SELECT	TZ1	TB	N - Negotiated	

*Amadeus only: "Hotel Security Plus" program eliminates the need for your hotel chain to update your Internova Travel Group table each time a new Amadeus office joins or leaves the Internova Travel Group program(s). For "Hotel Security Plus" to work, your hotel chain must release security of your Internova Travel Group table to Internova Travel Group. Please release security for the following Internova Travel Group controlled Rate Names and Rate Codes to Internova Travel Group master Amadeus office ID. If you have already released security of your Internova Travel Group table to us, you do not need to repeat this process.

2020 RATE LOADING INSTRUCTIONS CONT.

STEP 1:

Follow the instructions in the chart for each GDS. See additional comments for Amadeus rate loading below. Please load now through 12/31/2020 Rates must be loaded in the GDS under the category: **N-NEGOTIATED**

Code Name	Rate Code	Travel Leaders Amadeus Office ID
Travel Leaders SELECT Program	TZE	MSP6N2100
ALTOUR SELECT	YHC	NYC1S21DX

IMPORTANT NOTE: Please make sure to load the rate correctly for ALL programs in ALL GDS systems, especially AMADEUS as it feeds our online booking tool, pinSIGHT, used by non-GDS booking agents.

STEP 2:

Please ensure:

- All rates loaded are at parity with, or lower than competing programs, such as Virtuoso and Signature
- All of your SELECT amenities are listed in the GDS:
 - Complimentary breakfast for two daily (please note type of breakfast, full, buffet, continental)
 - Your non-standard amenity valued at \$100 (be specific in your offering, i.e: \$100 resort credit, \$100 F&B credit)
 - Upgrade based upon availability at check-in
 - Early check-in and late check-out based upon availability
 - Complimentary in room Wi-Fi
- We understand some systems have a restricted amount of characters available for rate description, so please use abbreviation to ensure a full display of your SELECT offering. GDS clarity is the main component of success for bookings. For example:

2020 RATE LOADING INSTRUCTIONS CONT.

SUGGESTED AMENITY DESCRIPTION ABBREVIATIONS

AMENITY	SUGGESTED
Continental Breakfast	CONT BKFST
Full Breakfast	FULL BKFST
Buffet Breakfast	BUF BKFST
Upgrade at time of booking, based on availability	UPG BKNG BOA
Upgrade on arrival, based on availability	UPG ARRVL BOA
100 USD hotel credit	\$100 htl
100 USD Food & Beverage credit	\$100 FB
Complimentary one-way airport transfer	OW TRNSR
Complimentary round-trip airport transfer	RT TRNSFRS
Early check-in, based on availability	EARLY CI BOA
Late check-out, based on availability	LATE CO BOA

- Please load commissionable rates and include the commission amount. For example:
 - COMMISSION – 10 PERCENT COMMISSION
 - COMMISSION – COMMISSIONABLE – 10.00 PERCENT
- If, during the period of the agreement, the hotel negotiates lower rates with another party, Internova Travel Group SELECT rates will be immediately lowered to reach parity and Internova Travel Group will be notified.

STEP 3 :

Notify phone reservations, call center staff and in-house reservations of the SELECT program rates and amenities that your property offers to ensure it is made available to our agencies calling directly to make bookings. It is possible that an Internova Travel Group advisor will call the hotel directly to book this rate.

It is the expectation for all rate codes to be loaded upon acceptance into the SELECT program.

CONTACT THE SELECT DESK FOR HELP WITH RATE-LOADING QUESTIONS AND ISSUES:
SELECTHOTELS@INTERNOVA.COM