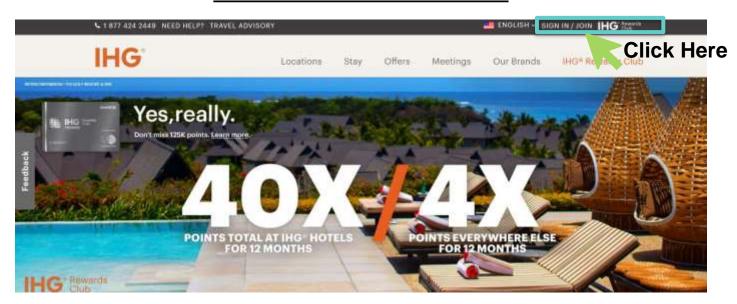


How to Book a
Free Night(s) stay ONLINE
www.ihgrewardsclub.com

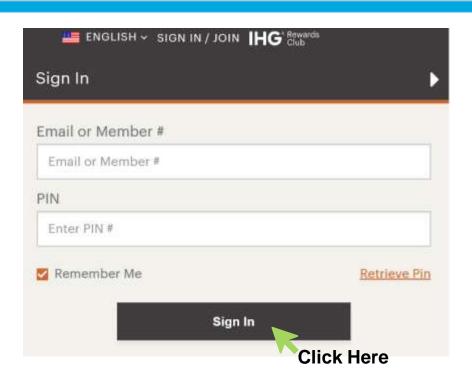
Sign-in Instructions

www.IHGRewardsClub.com



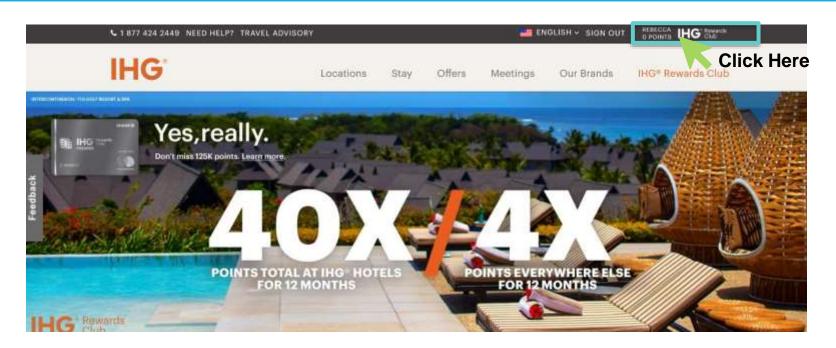
Click on "SIGN IN" at the top right corner of the page.

Sign-in Instructions



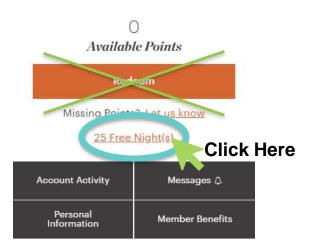
- Enter your Email or Member #
- 2. Enter your 4-digit PIN #
- 3. Click the "Sign In" button

Sign-in Instructions



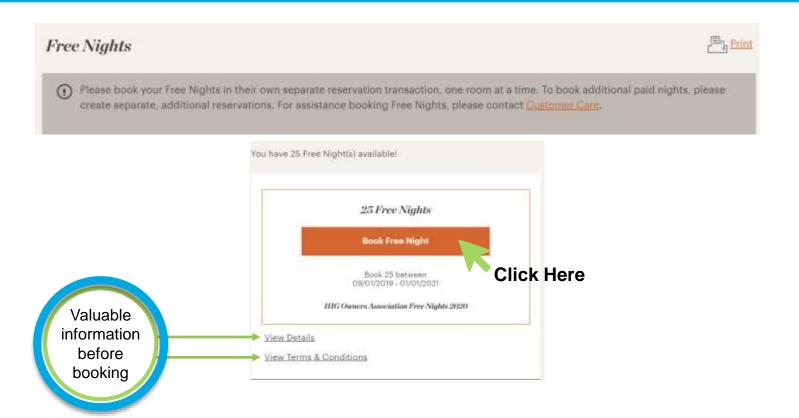
Click on your name at the top right corner of the page.

Free Nights Link

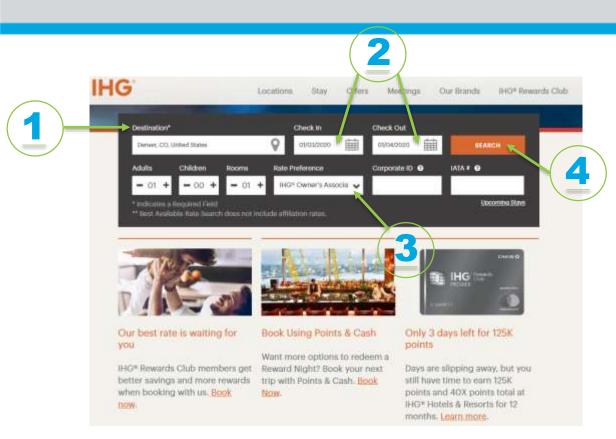


Click on the Free Nights balance link UNDER the Redeem button!

IHG Owners Association Free Nights Booking



Required Fields Entry

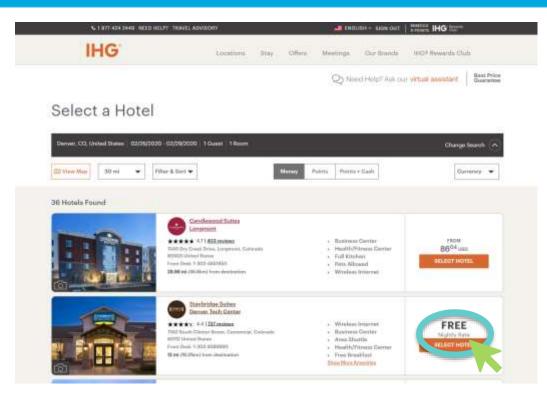


Enter:

- 1. Your destination
- 2. Check-in & Check-out dates
- 3. Ensure "Rate Preference" is set to IHG Owners Association
- 4. Click "Search" to show hotel availability

*IHG Owners Association Free Nights <u>can only</u> be booked one room at a time.

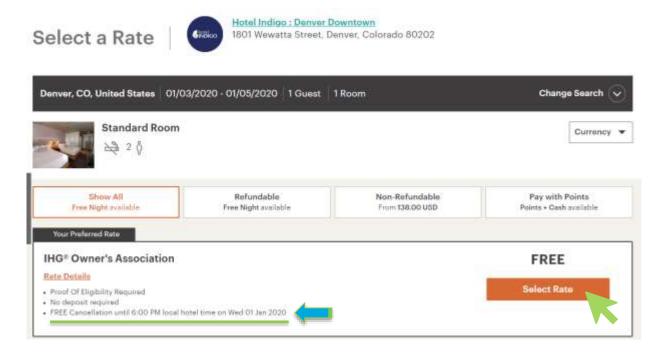
Hotel Selection



Hotels with Owners Association Free Nights available will show up as "FREE".

You can pick the hotel you would like to book by clicking "SELECT HOTEL".

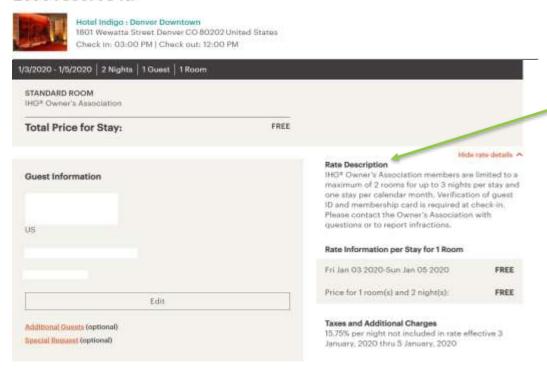
Rate Selection



Click "Select Rate" button and note the cancellation deadline!

Reserving a Room

Let's reserve it.

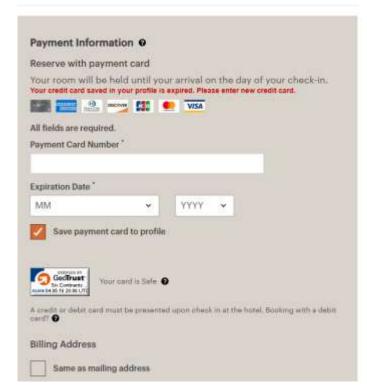


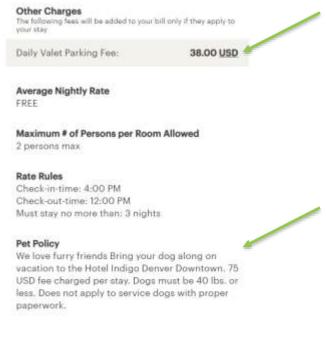
Note:

- You are limited to booking a maximum of 2 rooms* for up to 3 nights each per reservation with one stay at that hotel per calendar month. (*If booking two rooms, each room must be booked individually.)
- Verification of guest ID and membership card is required at check-in.

Payment and Fees

Fill out all required fields to book your selection and note any other charges and policies (if applicable).





Completing Booking

Terms and Conditions

I certify that I have read and accept the Terms of Use and Privacy

Statement and I have read and understand the Rate Description
and Rate Rules for my reservation.

Cancellation Policy

Canceling your reservation before 6:00 PM (local hotel time) on Wednesday, 1 January, 2020 will result in no charge, Canceling your reservation after 6:00 PM (local hotel time) on 1 January, 2020, or failing to show, will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply, Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

BOOK RESERVATION

Disclatence

As exchange rates may fluctuate from the time a reservation is made until the actual stay, the confirmed rate is guaranteed in the hoteful base currency.

* As taxes and additional charges may fluctuate from the time a receivation is made until the actual stay and during the actual stay the "total Price is an estimate. Estimated price includes Rosm rate. Estimated price includes Rosm rate.
Extension charges. Total tax and Total hotel charges. Other hotel specific additional charges may also apply.
Check with hotel for details.

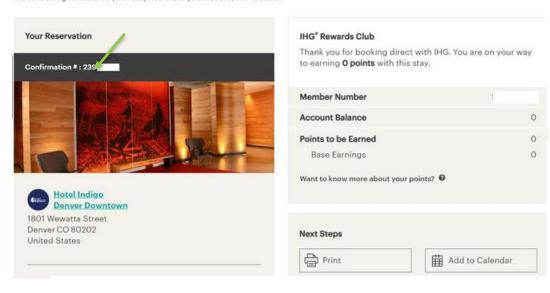
Best Price Guarantee

- 1. Check the box to accept the "Terms and Conditions".
- 2. Note the Cancellation Policy with dates, times and other important information.
- 3. Click on "BOOK RESERVATION" to complete booking.

Confirmation

Thank you. Your reservation is confirmed.

We're looking forward to your stay. Here are your reservation details.



Your reservation is confirmed and your confirmation number is displayed.

Members have real-time visibility into their Free Nights Annual Allocation, including past stays and future reservations, by logging into their IHG® Rewards Club account.

Program Requirements

Full Program Requirements: www.owners.org/freenights

For any Free Nights questions, please contact us -

Email: freenights@ihgowners.org

• **Phone:** (001) 770.604.5555 (Option 3)



To Make a Reservation by Telephone:

- 1. Have your IHG Rewards Club number to provide to the phone agent
- 2. Please call:
 - U.S. and Canada: 1.877.500.4244
 - All other countries: (001) 770.604.5555 (Option 2)
 - UIFN-Universal toll-free number: 00800.62.800800
- 3. The phone agent will assist with the finding a member hotel
- 4. Obtain confirmation number and the cancellation policy of the hotel

Cancellation and No-Show Reservations Policy

No-show Reservations:

- You will be assessed charges in accordance with the hotel's Cancellation Policy. Charges may include the full regular room rate, plus taxes.
- No-show charges may be billed at the discretion of the General Manager of the host hotel.
- You will also forfeit the allocated Free Night for the first night of the reservation.

To make a cancellation prior to/within the hotel's cancellation deadline:

- **Do not call the host hotel to cancel -** If the Member contacts the hotel to cancel or modify a reservation this will result in the loss of all free nights associated with that reservation.
- To cancel a reservation and obtain a cancellation number prior to the member's stay and within the cancellation deadline, you can make the cancellation (1) through your IHG Rewards Club account, (2) the IHG mobile app OR (3) by calling the Dedicated Member Reservation Line.
- All cancellation requests are handled in accordance with the hotel's cancellation policy.
- A cancellation number must be obtained for validation purposes.
- Reservations cancelled prior to the stay/before the cancellation deadline (via either of the three ways mentioned above and validated by a cancellation number) will not cause the member to lose any free nights from the Annual Allocation. In the event of a validated cancellation, all free nights that were applied to the reservation will instantly drop back into the member's Annual Allocation free nights balance and can be viewed in your IHG Rewards Club account immediately.

Cancellation and No-Show Reservations Policy

Important:

- Members must cancel and modify reservations <u>only</u> via the following methods:
 - (a) the web
 - (b) the IHG mobile app
 - (c) the Dedicated Member Reservation Line

Do NOT call the hotel directly to cancel.

To attempt to cancel or modify a reservation after the hotel's cancellation deadline, it may not be possible to make changes via the web, the IHG mobile app or the Dedicated Member Reservation Line.

• In such cases, please contact the host hotel to avoid being billed as a no-show. The free night(s) used to book this reservation will be forfeited, and the late cancellation is subject to the host hotel's cancellation policy.

Cancellations Made On-Property, at Check-in or During the Member's Stay:

 Any reservations that are cancelled or modified (such as shortened length of stay) at or after initial check-in - will result in forfeiture of all free night(s) used originally booked for that stay. All nights utilized to book that reservation will apply and any unused nights (for a shortened stay or early check-out) will not drop back into members annual allocation.