



# Memorandum

To: CPS Energy Employees  
From: Trisha Wiatrek  
Date: August 23, 2016  
**Re: Preferred Hotel Rates for CPS Energy - 2016**

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We are pleased to announce that CPS Energy has special corporate rate agreements for 2016 with hotels in the Downtown area, Green Mountain area, Echo Data Center area and Austin area locations.

These hotels are near various CPS Energy's locations and have agreed to meet the needs of our out of town business related consultants/contractors, to include extended stays and that of CPS Energy's employees use. Guests need to request the Special Corporate Rates and specifically reference the name and/or doing business with CPS Energy.

**Use of these exclusive rates by CPS Energy's employees for personal gain and/or personal profit is strictly forbidden.**

The following rates are subjected to any applicable city, county, state or federal taxes as applicable. Blackout or High Demand dates vary per location. If you or your business unit should have any questions on any of the below listed hotels, please contact me at (210) 353-2754.

Hotels and general information on each of these hotels are listed by location as noted below:

## Downtown Area Hotels:

The **Hotel Contessa** is located at 306 West Market Street. The direct **reservation line is (210) 229-9222 or 1-866-777-3384 or via web: [www.thehotelcontessa.com](http://www.thehotelcontessa.com)**. Guests need to request the Special Corporate Rate and specifically reference the name, CPS Energy. **Corporate Code: CPS Energy.**

- ◆ The Special Corporate rate will be in effect through December 31, 2016. The rate is as follows:

**\$175.00 for Single and/or Double Occupancy**

- Complimentary Internet Access
- Complimentary In-Room Coffee or Tea
- Complimentary Local and 800 calls
- Complimentary Access to rooftop Pool and Fitness Center

The above listed rate does not include applicable state/local taxes or parking charges.

- ◆ This hotel is located less than one (1) block from CPS Energy's Downtown Main Office Facility (just across the river)
- ◆ Rates offered are on a space-available basis, which assures rooms at the corporate rate as long as the hotel has rooms in inventory
- ◆ In the event you need assistance, contact **Jerry Jensen** at **(210) 298-8061** or **[jjensen@thehotelcontessa.com](mailto:jjensen@thehotelcontessa.com)**.

To view the Hotel Contessa's website: [www.TheHotelContessa.com](http://www.TheHotelContessa.com)

**The Westin Riverwalk** is located at 420 West Market Street. **The direct reservation line is (800) Westin1.** Guests need to request the Special Corporate Rate and **specifically reference the name, CPS Energy or City Public Service.**

- ◆ The Special Corporate rates will be in effect through December 31, 2016 The rates are as follows:

**\$189 – Traditional City Side**

**\$219 – Deluxe River Side**

**\$239 – Junior Suite**

**\$279 - Corner Suite**

The above listed rates do not include applicable state/local taxes or parking charges.

- ◆ This hotel is located less than one (1) block from CPS Energy's Downtown Main Office Facility (directly across the river)
- ◆ Rates offered are on a space-available basis, which assures rooms at the corporate rate as long as the hotel has rooms in inventory
- ◆ In the event you need assistance, contact Kelley McCartney at **[Kelley.Mccartney@westin.com](mailto:Kelley.Mccartney@westin.com)**.

To view the Westin Hotel & Resorts website: [www.westin.com](http://www.westin.com)

# Downtown Area Hotels Cont'd:

**Sheraton Gunter Hotel San Antonio** is located at 205 East Houston Street. The direct reservation website link is as follows:

[http://www.starwoodhotels.com/sheraton/rates/rate.html?propertyID=1291&rp=SN:288721,,,&language=en\\_US&EM=oneclickURL\\_288721\\_CPS\\_BOOK\\_SI\\_1291\\_NAD](http://www.starwoodhotels.com/sheraton/rates/rate.html?propertyID=1291&rp=SN:288721,,,&language=en_US&EM=oneclickURL_288721_CPS_BOOK_SI_1291_NAD)

Guests may need to request the Special Corporate Rate and specifically **reference the name, CPS Energy.**

Point of contact: Lisa York; lyork@sheratongunter.com

- ◆ The Special Corporate rates will be in effect through December 31, 2016. The rate is as follows:

**Individual Business Traveler Guest Room Rate** The listed rates do not include applicable state/local taxes or parking charges.

- **\$139.00 Traditional Queen or Deluxe King**  
NLRA (Non-Last Room Availability)
- **\$159.00 Club Queen, NLRA**
- **\$169.00 Club King, NLRA**
- Welcome Amenity upon Check in
- Special Price Valet Parking at \$20.00 per night (In/Out access)
- Complimentary Access to Gold's Gym
- Complimentary Wi-Fi
- 6PM Same Day Cancellation
- Waive Cancellation Fee
- Waive Early Departure Fee

- ◆ Other Benefits:

## **SPG / UBER**

Be a backseat earner. DURING YOUR STAY AND EVERY DAY, GET READY TO EARN IN THE FAST LANE. Now you can earn 1 Starpoint for every U.S. dollar you spend with Uber, and earn even more Starpoints® during your stays with SPG®. Just sign in and link your SPG and Uber accounts — then sit back and watch your earning accelerate. <https://get.uber.com/cl/spg/>

	STARPOINTS EARNED WITH UBER*	
	DURING SPG STAY	EVERY DAY
PREFERRED	2 per U.S. dollar spent	1 per U.S. dollar spent
GOLD/PLATINUM	3 per U.S. dollar spent	1 per U.S. dollar spent
PLATINUM WITH 75 NIGHTS	4 per U.S. dollar spent	1 per U.S. dollar spent

IN ADDITION TO YOUR STANDARD SPG EARNINGS, HERE'S WHAT YOU'LL EARN WITH UBER.

HERE'S HOW TO START EARNING:

1. **Sign in and link** your SPG and Uber accounts.
2. **Complete one qualifying SPG stay** this calendar year.
3. Tap the Uber app, ride and start earning Starpoints.

**SIGN IN AND LINK** →

\*Once a member spends \$10,000 U.S. dollars or its foreign equivalent on Uber rides in a calendar year they are no longer able to earn base or bonus Starpoints for Uber rides in that calendar year. See [FAQs](#) for more information.

## Downtown Area Hotels Cont'd:

The **Hyatt Regency Riverwalk** is located at 123 Losoya Street. The direct reservation line is (800)233-1234 or online at [www.hyatt.com](http://www.hyatt.com). Guests need to request the Special Corporate Rate and specifically reference the name, CPS Energy.

Point of contact: Marilyn Johnson; [marilyn.johnson@hyatt.com](mailto:marilyn.johnson@hyatt.com)

- ◆ The Special Corporate rates will be in effect through December 31, 2016. The rate is as follows:

**\$159.00 for Non-LRA Standard King or Double (includes Internet)**

**Upgrade options & fee:**

- **Alamo King/Double Guestroom + \$30.00**
  - **Riverview King/Double Guestroom + \$30.00**
  - **Business Plan Accommodations + \$30.00**
  - **Regency Suite + \$100.00**
- ◆ Current 2016 Published Rack Room Rates (based on Single/Double occupancy):
    - **Weekend Rack Rates \$199.00 - \$399.00**
    - **Weekend /Holiday Rates \$139.00 - \$229.00**

The above listed rate does not include applicable state/local taxes or parking charges.

- ◆ Current 2016 Potential Sell Out Dates:

May 3-4, 2016

August 5-8, 2016

September 5-7, 2016

June 14-15, 2016

August 17-18, 2016

October 14-18, 2016

June 21-25, 2016

September 5-7, 2016

November 18-21, 2016

- ◆ This hotel is located approximately three (3) blocks from CPS Energy's Downtown Main Office Facility
- ◆ Rate offered is on a space-available basis, which assures rooms at the corporate rate as long as the hotel has rooms in inventory
- ◆ Additional \$25 will be charged for any additional persons over two in a room
- ◆ Offers Hyatt Gold Passport Frequency Stay Program (visit [www.goldpassport.com](http://www.goldpassport.com) for complete details and to register)

**Omni La Mansión del Rio** is located at 112 College Street. All reservations must be guaranteed and can be made through your travel agency, on-line booking tool or by dialing the reservation center at (800) 843-6664. Guests need to request the Special Corporate Rate and specifically reference the name, CPS Energy.

- ◆ \$159 - Deluxe
- ◆ \$225 – Riverview

The above listed rates do not include applicable state/local taxes or parking charges.

- ◆ This hotel is located approximately three (3) short blocks from CPS Energy's Downtown Main Office Facility
- ◆ In the event you need assistance, please contact Cathy Rogers at (210) 518-1061.
- ◆ To view Omni La Mansión del Rio's website:  
[www.omnihotels.com/findahotel/sanantoniolamansiondelrio](http://www.omnihotels.com/findahotel/sanantoniolamansiondelrio)

## Downtown Area Hotels Cont'd:

**The St. Anthony Hotel San Antonio** is located at 300 East Travis Street. **The direct reservation line is 1 (855) 811-0218.** Guests need to request the Special Corporate Rate and specifically **reference the name, CPS Energy.**

- ◆ The Special Corporate rate will be in effect through December 31, 2016. The rates are as follows:

• <b>Sundays thru Thursdays</b>	<b>Superior King</b>	<b>\$189.00</b>
	King Suite	\$219.00
	Deluxe (Parkview)	\$239.00
• <b>Fridays and Saturdays</b>	<b>Superior King</b>	<b>\$189.00</b>

The above listed rate does not include applicable state/local taxes. These rates are (NLRA) Not subject to Last Room Availability.

- ◆ **Traveler Benefits:**

As a Preferred Account of The St. Anthony Hotel your travelers will receive the following amenities and services:

- Complimentary use of 24-hour fitness center
- Basic High-Speed Internet Access

**Frequent Guest Program –CPS Energy** travelers are encouraged to become a member of Starwood Preferred Guest Program at no cost and with no required minimum stay. Starwood Preferred Guest is our frequent guest program designed to provide awards and benefits to the individuals that frequent any Starwood Hotel. A sample of benefits that the member receives are Airline Miles, Points to be used towards Free Nights, Vacation Packages and a complimentary Newspaper. Membership applications may be obtained at our Front Desk upon check in. Remember there are no blackout dates or capacity control with Starwood Preferred Guest. *Visit [spg.com/join](http://spg.com/join).*

**No Walk Policy** - It is the intention of The St. Anthony Hotel to never walk one of our preferred customers with a guaranteed reservation. However in the event that a guest must be walked, we will transport the guest to a comparable hotel, pay for a phone call home and transport them back to The St. Anthony Hotel. We are confident this policy will ensure the complete satisfaction of all our preferred guests and prove our intention of not inconveniencing our most valued customers.

Terms of this agreement are subject to a quarterly review at which time room night production will be measured and evaluated. The St. Anthony Hotel reserves the right to cancel or alter terms of this arrangement with thirty days written notice if volume is not on pace to meet the annual room night commitment.

In the event you need assistance, contact Michaelleen Chappell at (210) 354-9229 or at [mchappell@thestanthonyhotel.com](mailto:mchappell@thestanthonyhotel.com).

## **Downtown Area Hotels Cont'd:**

**The Springhill Suites by Marriott Downtown/Riverwalk** is located at 524 South Saint Mary's Street. The direct reservation line is (210) 354-1333 or online at [www.marriott.com/SATTW](http://www.marriott.com/SATTW). **In order to obtain these rates, business travelers must "identify" that they are conducting business with CPS Energy.**

### **Special Corporate Rate:**

The Springhill Suites by Marriott Downtown/Riverwalk Area located at 524 South Saint Mary's Street is pleased to offer the travelers of **CPS Energy** a discount off of our 2016 Published Rates. The rates are as follows:

<b><i>Room Type</i></b>	<b><i>Discounted Rate</i></b>
Traditional King Guest Room	\$109 per night
Traditional Double Queen Guest Room	\$109 per night

*The above mentioned rates are non-commissionable and do not include applicable state and local taxes of 16.75%. The above rates include Free Hot Breakfast*

The above mentioned rate is not subject to last room availability. Hotel reserves the right to restrict special discounted corporate rate during "special event times" in the San Antonio Downtown / Riverwalk Area metro area.

These rates are non-commissionable and do not include any state or occupancy tax of 16.75% tax. *For all stays beyond 30 contiguous nights guest is tax exempt with appropriate tax exemption form.*

In the event you need assistance please call Melissa Morton, Director of Sales at 210.354.1333, ext. 5101.

### **Traveler Benefits:**

As a preferred account of the Springhill Suites by Marriott Downtown/Riverwalk, travelers will receive the following amenities and services include:

- Complimentary Daily In-Room Bottled Water
- Full, Hot Breakfast every day
- Marriott Rewards Program – All guests are eligible to participate in Marriott's Rewards program and may register while at Marriott Hotel

In the event you need assistance, contact Melissa Morton at (210) 354-1333 or at [MMorton@peachtreehotelgroup.com](mailto:MMorton@peachtreehotelgroup.com).

## Downtown Area Hotels Cont'd:

**The TownePlace Suites by Marriott Downtown** is located at 409 E Houston. The direct reservation line is (210) 271-3444 or the toll free number (877) 991-3444. **In order to obtain these rates, business travelers must “identify” that they are conducting business with CPS Energy or an employee of CPS Energy.**

### **Special Corporate Rate:**

The TownePlace Suites by Marriott Downtown San Antonio 409 E. Houston is pleased to offer the travelers of **CPS Energy** a discount off of their 2016 Published Rates. These rates are based on an *estimated* room night production of 200 or more annual room nights.

Length of Stay	1-4 Nights	5-11 Nights	12-29 Nights	30 + Nights
Published Rates	\$169.00	\$159.00	\$149.00	\$139.00
<b>CPS Energy</b>	<b>\$109.00</b>	<b>\$99.00</b>	<b>\$99.00</b>	<b>\$89.00</b>

These rates are non-commissionable and do not include any state or occupancy tax of 16.75% tax. *For all stays beyond 30 contiguous nights guest is tax exempt with appropriate tax exemption form.*

### **Room Availability:**

This rate agreement offers **CPS Energy** Last Room Availability.

### **Traveler Benefits:**

As a preferred account of the TownePlace Suites by Marriott, travelers will receive the following amenities and services include:

- Extended Stay Tax Exempt Status for stays over 30 days
- Spacious suites that are 25% larger than standard hotel room
- Fully Equipped Kitchens in every Suite
- Complimentary use of fitness center, indoor/outdoor pool
- Full, Hot Breakfast every day
- Complimentary Social Hour every Monday through Thursday
- Business Center, Complimentary HSIA throughout the hotel
- Extended Stay Parking Rates Available

# Downtown Area Hotels Cont'd:

**Homewood Suites by Hilton Downtown/Riverwalk** is located at 432 West Market Street, San Antonio. The direct reservation line is (210) 222-1539. **In order to obtain these rate, business travelers must “identify” that they are conducting business with CPS Energy or an employee of CPS Energy.**

## **Rates:**

Non-commissionable rate of **\$149.00** single/double occupancy plus applicable state, city and county tax.

In the event you need assistance, contact Deanna Pazos at (210) 222-1539 or at [SanAntonioDOS@ih-corp.com](mailto:SanAntonioDOS@ih-corp.com).

## **Traveler Benefits:**

Homewood Suites will provide CPS Energy and contractors the best price/value in the market by offering a collection of “extras” at no additional cost. These “extras” include:

- Direct access to the World Famous Alamo City Riverwalk
- Fully equipped Kitchen with full-size refrigerator, microwave oven, coffee maker and dishwasher
- Daily Suite Start hot breakfast buffet
- In-suite high-speed Internet access
- Welcome Home reception featuring a light meal and beverages Monday-Thursday evenings
- A unique “River Room” area, off the main lobby, where guests can relax and socialize Grocery-shopping service\*
- A copy of USA Today newspaper delivered to each suite every weekday morning subject to state and local laws
- Suite Assurance Guarantee – if our guests are not completely satisfied, we’ll make it right or their night’s stay is free
- 24-hour business center with access to a printer, photocopier and fax machine
- Right to earn both Points and Miles for each eligible stay as a Hilton Honors member

**Home 2 Suites by Hilton** is located at 603 Navarro Street. The direct reservation line is (210) 354-4366. **In order to obtain these rates, business travelers must “identify” that they are conducting business with CPS Energy or an employee of CPS Energy.**

## **Special Corporate Rate:**

The Home 2 Suites by Hilton Downtown San Antonio is pleased to offer the travelers of **CPS Energy** a discount off of their 2016 Published Rates. These rates are based on an *estimated* room night production of 200 or more annual room nights. This rate agreement offers **CPS Energy** Last Room Availability.

Length of Stay	1-4 Nights	5-11 Nights	12-29 Nights	30 + Nights
Published Rates	\$169.00	\$159.00	\$149.00	\$139.00
<b>CPS Energy</b>	<b>\$109.00</b>	<b>\$99.00</b>	<b>\$99.00</b>	<b>\$89.00</b>

These rates are non-commissionable and do not include any state or occupancy tax of 16.75% tax. *For all stays beyond 30 contiguous nights guest is tax exempt with appropriate tax exemption form.*  
Cont.

**Room Availability:****Traveler Benefits:**

As a preferred account of the Home 2 Suites by Hilton, travelers will receive the following amenities and services include:

- Extended Stay Tax Exempt Status for stays over 30 days
- Spacious suites that are 25% larger than standard hotel room
- Fully Equipped Kitchens in every Suite
- Complimentary use of fitness center, indoor/outdoor pool
- Full, Hot Breakfast every day
- Complimentary Social Hour every Monday through Thursday
- Business Center, Complimentary HSIA throughout the hotel
- Extended Stay Parking Rates Available

**Check In/Check-Out:**

Hotel check-in time is at 3:00 PM CST; if travelers should require early-check in please contact the hotel to make arrangements for early arrival or luggage storage while room is being prepared. Hotel check-out time is 12:00 noon. Arrangements may be made for a late checkout.

**Billing:**

All guestroom charges will be the responsibility of each individual traveler. Traveler is required to present a credit card at time of check-in. If a traveler does not have a credit card, a cash deposit will be required upon check-in at the front desk.

**Guarantee Policy:**

Reservations can be guaranteed for late arrival with a credit card or advance deposit. In the event that a reservation is guaranteed for late arrival and the guest "no shows", the appropriate room and tax charges will be charged against the form of payment used to guarantee the room for late arrival. Reservations can be cancelled without penalty prior to 4:00pm on the date of arrival. A cancellation number should be obtained from the reservations agent for reference.

**Cancellation Policy:**

In the event that you or your traveler needs to cancel a confirmed reservation at the Home2 Suites by Hilton, they may call the hotel directly at 210-354-4366. Once a cancellation number has been received, the reservation is officially cancelled. Failure to call and cancel a guaranteed reservation prior to 4:00 pm on the arrival date will result in a cancellation charge of that night's room and tax. The remaining nights of the stay will automatically be cancelled.

In the event you need assistance, contact Angela Hill at [Angela.Hill@hilton.com](mailto:Angela.Hill@hilton.com).

## Austin Hotels:

**InterContinental Stephen F. Austin Hotel** is located at 701 Congress Avenue, Austin, Texas 78701. All reservations must be guaranteed and can be made through your, on-line booking tool. Guests need to request the Special Corporate Rate and specifically reference the name, CPS Energy.

The Special Corporate legislative rate will be in effect through December 31, 2016

**\$229 Traditional King/Queen Room**

**\$279 Deluxe King/Queen Room**

The above listed rates are per room per night plus tax or parking charges.

Below is the link to use for booking. It will appear as State of Texas when you are trying to make reservations. If your rate does not appear, it is because they are close to selling out. If you need to get in any of those dates, please call the Director of Business Travel listed below.

### **Booking Link:**

<http://www.intercontinental.com/redirect?path=hd&brandCode=ic&localeCode=en&regionCode=925&hotelCode=AUSHA&P MID=99502056>

In the event you need assistance, please contact **Rosie Mugerza, Director of Business Travel at 512-721-4223/direct** or by email at [rosie.mugerza@ihg.com](mailto:rosie.mugerza@ihg.com).

## CPS Energy Echo Data Center - Richland Hills

**SPRINGHILL SUITES, by Marriott** (Sea World/Lackland) is located at 138 Richland Hills Drive San Antonio, TX 78245. This Springhill Suites is conveniently located 1.6 miles away from the new CPS Energy - Echo Data Center.

The direct reservation line is (210) 520-6655. **In order to obtain these rates, business travelers must identify that they are conducting business with CPS Energy or are an employee of CPS Energy.**

CONTRACT DATE	ROOM TYPE	CPS Energy RATE	CPS Energy CODE
April 2016 – Dec. 2016	King Suites	\$95.00	LTVL
April 2016 – Dec. 2016	Double Queen Suites	\$95.00	LTVM

\*This rate is non-commissionable and excludes taxes.

**Room Availability:** This rate agreement offers Last Room Availability

Traveler Benefits:

- Suite Seasons Breakfast
- Flexible Standard King or Double Queen studio suites
- IHome Stations in all suites