

**2017 MARKETING PROGRAMS – RATE LOADING INSTRUCTIONS
LAST MINUTE ESCAPES - IPREFER FLASH SALE**

Please review the following program information and instructions.

Rate Category:	MKT – PH and R Marketing Programs
Rate Type:	Public
Package Rate Code / Rate Type Code:	MKTFLASH
Package Name / Rate Type Name:	Last Minute Escapes
Default Short Description: (Maximum of 94 characters allowed including spaces)	Last Minute Escapes - <i>[Complete with unique offer description]</i>
Default Long Description:	Last Minute Escapes Offer- <i>[Complete with unique offer description]</i> . Must be an iPrefer member to receive rewards. iPrefer number to be presented at check in.
Rate Type Class:	Package
Rate Attributes:	<input type="checkbox"/> Include Tax By Default <input type="checkbox"/> Suppress Rate <input checked="" type="checkbox"/> Commissionable <input checked="" type="checkbox"/> Require Credentials at Check-In <input type="checkbox"/> Breakfast included in rate
Channels:	<input checked="" type="checkbox"/> Booking Engine <input type="checkbox"/> GDS <input type="checkbox"/> IDS <input checked="" type="checkbox"/> Voice <input checked="" type="checkbox"/> Mobile <input type="checkbox"/> Confidential <input type="checkbox"/> Confidential
Valid Booking Dates:	Must be available for a minimum of 30 days during the month of your sign-up.
Valid Arrival Dates:	Must be available for a minimum 90-day stay window with 75% availability.
Terms & Conditions:	Based on Hotel Availability. Rules, restrictions and black out dates may apply. May not be combined with any other offer or promotion.
Recommended Rate Strategy:	Minimum 35% off BAR-Best Available Rate (public rate) or discount plus add-on of at least 35% value. Hotel may propose alternate offer to be approved by Marketing team.

Loading Instructions

1. A “**New Rate Shell**” has been added for you under Rate Configuration in the SynXis CRS.
2. Assign to the MKT-PH and R Marketing Programs Rate Category.
3. Add descriptions per channel and by language if necessary.
4. Add travel agency commission percentage, 10% minimum recommended.
5. Add the room types for this rate.
6. Review the validity dates.
7. Add the derived or fixed rate.
8. Add offsets or rate attributes as necessary.
9. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.
10. Double check the guarantee and cancellation policies.
11. Insert stay restrictions if applicable
12. Save the rate plan.
13. Go to Product Assignment to review and adjust your rate display order by channel. We recommend lowest to highest.
14. To set up the promotion/branch code, please see example below.
15. Go to **Set Up > Rates > Promotions**
 - a. Click on “Add New”
 - b. Level: Hotel
 - c. Code: **MKTFLASH**, Name: **MKTFLASH – Last Minute Escapes**
Description: **Last Minute Escapes**
Do NOT select Slash Through Pricing, unless promotional pricing rules are used.
 - d. Select **iPrefer Flash Sale** in the list of Rates, then Save
 - e. Click Add New Branch, Code: **MKTFLASH**, Name: **Last Minute Escapes**
 - f. Password: **MKTFLASH**
16. Upon completion, you MUST notify Preferred Hotels & Resorts when you have completed the loading of this rate at MktgProgramRates@PreferredHotels.com (Upon receipt we will activate your hotel on program website, pending a quality assurance audit). PLEASE NOTE, rates have already been mapped to the appropriate channels so a General Viewership Rate Mapping Form is not required to be sent.
17. Please load rates within 5 business days of receipt of this document.