



EMBASSY SUITES
HOTEL®

Saint Paul—Downtown
175 E 10th St, St. Paul, MN 55101
651-224-5400



Thank you for your interest in the Embassy Suites Hotel-Saint Paul Downtown, the only all-suite hotel in Saint Paul. To reserve a block of rooms online, please follow the steps below to book.

Step #1 [Go to our e-Events page](#)

Type in the URL address www.stpauldowntown.embassysuites.com/e-Events and select Groups & Meetings on top of the page. Then select e-Events "Get Started Now"

Step #2 [Select the Type of Event to be booked](#)

Select "Guest Rooms Only" for sleeping rooms. Enter the desired number of sleeping rooms (you may select between 5 to 25 sleeping rooms). Then click on "Search Hotel" button.

Step #3 [Enter your Hilton Hhonors Number or Enroll in Hilton Hhonors](#)

If you have a Hilton Hhonors account, enter your account number and PIN in the appropriate fields then click on "Sign In" button and continue to Step #4. If you do not already have a Hhonors account then click on "Join Now" to begin the sign up process. This will open a new website. Follow the instructions. Once this has been completed, close the Hilton Hhonors website and continue with the Group Bookings website. Enter your Hilton Hhonors account number and PIN in the appropriate fields then click on the "Sign In" button.

Step #4 [Reconfirm the Total Number of Sleeping Rooms](#)

Reconfirm the desired number of rooms required per night and adjust the counts accordingly. (You may select a count between 5 to 25 rooms per night). Click "Submit Totals".

Step #5 [Select Sleeping Room Types](#)

Review the list of rooms available along with the pricing. Select the number of room types per day so that when added up, they equal the totals selected on the previous step. Click "Continue".

Step #6 [Review the Booking Details for Accuracy](#)

Review the details of your selections for accuracy. Scroll down to the event name. Enter the name of your group. Confirm the accuracy of the contact field that pre-populated from your Hilton Hhonors account information. Your Credit Card will be charged for sleeping rooms unless you enter a rooming list or cancel the room block with in 14 days from the first day of arrival. Review the Terms and Conditions of the Agreement. Check the box next to "I accept the Terms and Conditions of this Contract and understand I am Booking Rooms for my Group Event". Click "Book Now".

Step #7 [Receive Booking Confirmation and Attach the Booking to your "Guest List Manager"](#)

A screen will appear that asks you to wait while your group booking is confirmed. It may take a few minutes before the confirmation screen appears. DO NOT ENTER AGAIN AS YOU WILL BE MAKING ADDITIONAL BOOKINGS. Once the confirmation screen appears, find the hyper link that reads "Add Group Event to My Profile". Click on that link. By adding this booking to your profile you will be able to view/cancel/change reservations, book reservations, view room counts, and finally enter and review rooming lists.

Congratulations! You have successfully made an e-Events booking at the Embassy Suites Hotel- Saint Paul Downtown!