



# AC10 Housing Request Form

**Sacramento, CA, April 20–23, 2010**

**INSTRUCTIONS:** Room reservations can be made online at [www.cwea.org/conferences](http://www.cwea.org/conferences) by clicking on the link for Housing. You may also fax your completed housing form to the fax number listed below. You **must** use this form or the website to receive the group rate. Reservations must be received by the Housing Bureau no later than **March 26, 2010**. The Housing Bureau will handle all cancellations, modifications, and new reservations until March 26, 2010. After that date, you may contact hotels directly for cancellations, modifications, or new reservations.

**DEPOSIT:** Hotels require a credit card guarantee or first night's deposit. If you are not using a credit card, you must mail this form to the Housing Bureau along with a check for the deposit. **PURCHASE ORDERS ARE NOT ACCEPTED!**

**CANCELLATIONS:** To avoid being charged for one night, cancellations must be made at least **72 hours prior to your arrival date**. This also applies to early departures (checking out a day or more early).

**HOTEL ASSIGNMENT:** Please make reservations as soon as possible. Hotels are assigned on a first come, first served basis. The Housing Bureau will put you in your highest selection available. **Please number hotels in order of preference from one (1) to three (3). Failure to do so may result in a delay in processing your reservation.** Once you submit your housing form on-line you will receive an acknowledgement immediately via e-mail. If you are faxing your housing form you will receive your acknowledgement via e-mail (if you provide it), fax or U.S. Mail.

\_\_\_\_\_ Sheraton Grand\*—Headquarter Hotel  
\$156 per night single/double  
Add \$25 for each additional guest

\_\_\_\_\_ Hyatt Regency  
\$172 per night-single/double  
Add \$25 for each additional guest

\_\_\_\_\_ Holiday Inn Express\*  
\$134 per night single/double  
Add \$10 for each additional guest

\_\_\_\_\_ Best Western Sutter House\*  
\$84 per night single/double  
(King bed only—no double/doubles)

\*Hotel names followed by an asterisk (\*) denote 100% smoke-free hotel rooms.  
All room rates are subject to a Sacramento city tax of 12% plus an additional fee of \$1.50 a night.

**Room Type:**

- Single (1 Bed/1 Person)       Double (1 Bed/2 Persons)       Double/Double (2 Beds/2 Persons)
- Triple (2 Beds/3 Persons)       Quad (2 Beds/4 Persons)
- Handicapped Accessible       Other: \_\_\_\_\_

*The Housing Bureau will try to fulfill any special requests; however, we cannot guarantee that these requests will be met.*

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**RESERVATION NAME:** Acknowledgment will be sent to person named below.

Attendee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Names of Additional Occupants: *No more than four (4) people per room in compliance with fire code.*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Guarantee:**

Credit Card Type: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**FAX TO:** (916) 808-8414; e-mail: [jreilly@cityofsacramento.org](mailto:jreilly@cityofsacramento.org)

**SEND TO:** SCVB Housing Bureau, 1608 "I" Street, Sacramento, CA 95814

For information call (916) 808-7617

**RESERVATIONS WILL NOT BE  
ACCEPTED OVER THE PHONE**