



CALIFORNIA STATE ASSOCIATION OF COUNTIES HOTEL RESERVATION FORM

CSAC 116th Annual Meeting
Tuesday, November 16 – Friday, November 19, 2010
Riverside Convention Center – Riverside County

Please fill out this form for each room request. Each request must be accompanied by a first night room deposit or guaranteed with a major credit card. The Riverside Convention Housing Bureau will make all reservations by mail or fax. To avoid duplicate reservations, please do not fax AND mail reservations.
Fax number: 951-222-4712 • No phone reservations will be accepted.

CONTACT INFORMATION

First Name

Last Name

County (or other affiliation)

Telephone

Address

City State ZIP

Telephone FAX

E-Mail Address

Spouse/other guest name

ACCOMMODATION INFORMATION

Arrival Date

Departure Date

Choose Room Preference: (Subject to Availability)

King

Double/double (two beds)

Special accommodations (please specify):

Please review the hotel options below and rank your preferences (use 1 to represent your first choice and 2 to represent your second choice). Failure to provide a ranking will delay your reservation.

Check-in time for both hotels is 3 p.m.; check-out time is 12 noon.

Riverside Marriott

CEAC Headquarters Hotel (Adjacent to Riverside Convention Center)
Total due per night: \$99.00 rate + \$10.89 tax = \$109.89
(single – quad rooms)

Complimentary Airport Shuttle (to/from Ontario Airport) will be provided with 72-hr advance reservation. Please call 951-784-8000 to make your reservation. You must identify that you are part of CSAC 116th Annual Meeting Room Block to receive complimentary shuttle to/from the hotel. For groups of six or more, or for reservations made less than 72 hours ahead, \$5.00 per person fee will apply each way. Payment is due upon pick-up.

RIVERSIDE MARRIOTT/DEADLINE, CHANGES & CANCELLATION POLICIES:

Any cancellations after October 14, 2010 should be sent directly to the hotel. All cancellation(s) must be received at least 72 hours prior to arrival date. If guest does not check-in on scheduled arrival date, the complete room charge, plus tax, for all nights originally requested, will be charged. Hotel check-in time is 3 pm; checkout time is 12 noon. Late checkouts will be charged a \$50 fee and after 2:30 pm, the full room rate plus tax will automatically be added to guest folio. You will be receiving a confirmation letter in the mail /via e-mail from the Marriott.

Mission Inn

CSAC Headquarters Hotel (One block from Riverside Convention Center)
Total due per night: \$84.00 rate + 9.24 tax = \$93.24 (single room)
Total due per night: \$99.00 rate + 10.89 tax = \$109.89 (double occupancy)

Complimentary airport shuttle (to/from Ontario Airport) and discounted self-parking of \$5 available to your guests. To make shuttle reservations, please call 951-784-0300. You must identify that you are part of CSAC 116th Annual Meeting Room Block to receive complimentary shuttle to/from the hotel. 72-hour advanced reservations are required.

MISSION INN/DEADLINE, CHANGES & CANCELLATION POLICY:

You will receive a confirmation letter via e-mail from the Mission Inn. Please refer to your confirmation letter for hotel policies. Check-in time is 3 pm; check-out is 12 noon. If you find it necessary to cancel your reservation, please notify the hotel at least 48 hours in advance of your arrival date to avoid any penalty billing. An early departure fee of \$50 will be charged if you depart prior to your scheduled departure date and fail to provide us with 24 hour notice.

ROOM RESERVATION REQUEST

Please complete the room reservation form below, include first night's deposit (non-refundable) for each room requested, and mail or fax to:

RIVERSIDE CONVENTION & VISITORS BUREAU

c/o California State Association of Counties
3750 University Avenue, #175 • Riverside, CA 92501

Fax number: 951-222-4712

CHECK: Make checks payable to Riverside Convention Bureau

Check Number	Amount

CREDIT CARD: Visa MasterCard American Express Other

Name of Card Holder

Credit Card Number: Exp. Date: _____

Credit Card's 3-Digit Security Code (located on back of card)

Signature Billing Address Zip Code _____

NOTES:

- We will do our best to accommodate your first choice, subject to availability.
- Do not make multiple room reservations as you will be subject for payment (non-refundable) of one night's total rate, per room, if cancelled.
- Please do not contact hotels directly as the Riverside Convention & Visitors Bureau will handle all housing for CSAC 116th Annual Meeting.
- Please complete entire form; failure to do so may delay your reservation.
- For further assistance, please call Jennifer Paris by phone (888-748-7733, ext. 201) or email (jparis@riversidecvb.com).
- The Housing Bureau must receive changes or any cancellations in writing by **October 14, 2010**.