

CALIFORNIA LIBRARY ASSOCIATION & CALIFORNIA SCHOOL LIBRARY ASSOCIATION
2010 Annual Conference & Exposition
 November 11-14, 2010 ~ Sacramento, California
HOTEL RESERVATION FORM

Hotel room reservations are being handled by the Sacramento Convention & Visitors Bureau. **Only reservation requests received from the official passkey reservations system, or on this official form will be accepted. To avoid duplicate reservations, please fill out only one form per room.**

Hotel	Address	Single- 1 person/1 bed	Double- 2 ppl/1 bed	Double/Double- 2 ppl/2 beds	Triple/Quad- 3-4 ppl/2 beds
Sheraton Grand	1230 J Street	\$129	\$129	\$129	\$154/\$179
Hyatt Regency	1209 L Street	\$129	\$129	\$129	\$154/\$179

Room rates are per room per night and include complimentary Internet access. Rooms subject to 12% room tax and a Sacramento Tourism Business Improvement District assessment fee of \$1.65 per room per night. Room assignments are based on a first-come, first-served basis. All hotels are within walking distance to the convention center.

RESERVATION POLICY: Please note—telephone reservations **cannot** be accepted. **The Bureau Housing Department will only process reservations until October 18, 2010.** A deposit equal to one night's stay **must** be included to make a reservation. Checks should be made payable to the "Sacramento Convention & Visitors Bureau." Credit cards are accepted as a guarantee at time of booking.

Name _____ Organization/School _____

Address _____

City _____ State _____ Zip _____

Daytime Telephone _____

Email _____

Hotel Choice: Mark hotels in order of choice: (1) and (2) Sheraton Hyatt

Please list the name(s) of all room occupants: _____

Type of room(s) desired: (For multiple room requests, please indicate how many rooms of each room type is required. For example, if a total of 5 rooms are needed, indicate 3 singles and 2 doubles).

Single Double Double/Double Triple Quad

Arrival Date _____ **Departure Date** _____

Special Requests _____

If a credit card is being used to secure a room deposit (as a guarantee), please complete the following information:

Card type: VISA MC AMEX DISCOVER OTHER _____

Credit Card Number _____ Expiration Date _____

Name (as appears on card) _____

Signature _____

Mailing Form?

Mail this form with deposit (or credit card information) to:
 Sacramento Convention & Visitors Bureau
 Housing Department
 1608 I Street, Sacramento, CA 95814-3929

Faxing Form?

Fax the completed reservation form with credit card information only to:
 (916) 808-8414 Fax
 Attn: Housing Department

Making Online Reservations?

Go to www.cla-csla.org and click on the housing link to make your reservation online.

If you have any questions, please call the Housing Department at (916) 808-7617 or (916) 808-6715, between 8:00am - 5:00pm, Monday-Friday.