

California Reading Association Housing Request Form

CRA 2008 Annual Conference
**** (October 16 – 18, 2008) ****
Sacramento Convention Center

Reservation requests may be made by choosing one of the following methods:

ONLINE: Visit the CRA website at www.californiareads.org and click on the link for online hotel reservations.

FAX: FAX this completed form to **(916) 808-8414** **ATTN: CRA Housing**

MAIL: Mail this completed form to: **SCVB Housing-CRA, 1608 "I" Street, Sacramento, CA 95814**

Hotel assignments made through the SCVB Housing Bureau are based on first come, first served basis. Every effort will be made to place you at your first choice hotel however, in the event that it is sold out, you will be placed at your next available choice. Acknowledgement of your hotel reservation will be sent immediately via email or fax (if provided) or will be mailed within 48 hours. **Phone reservations are not accepted** however, if you have questions, please call (916) 808-7617.

Deadline for submitting requests for housing is: Sept. 23, 2008. After this date, you may contact hotels directly to make a reservation. Checks and credit cards will be processed by your assigned hotel on a weekly basis.

Name changes will be accepted however, there are NO CANCELLATIONS. Full payment is

required at the time of booking. For requests consisting of multiple rooms, rooming lists **MUST** be provided at the time the request is made. Please copy this form and send in one form for each room requested. Be sure to list all roommates on each form. Rates do NOT include 12% Occupancy Tax or \$1.50 STBID.

NAME: _____ COMPANY/SCHOOL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

ROOMMATES:

1. _____

2. _____

3. _____

4. _____

Hotel Rates: **1B/1P** **1B/2P** **2B/2P** **2B/3P** **2B/4P**
(Number Hotel Choices and Circle Room Type Requested)

Sheraton Grand** _____ \$164 \$164 \$164 \$189 \$214

Hyatt Regency** _____ \$165 \$165 \$165 \$190 \$215

****Reservations for the Hyatt or Sheraton must be PAID IN FULL at time of request. NO CANCELLATIONS OR REFUNDS will be accepted for these two hotels.**

Special Requests: Handicap Smoking Non-smoking Other: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

Payment Method: (Reservations can be paid by credit card or a check made payable to "Sacramento CVB Housing".) If paying by check, please write check number here: _____

Credit Card Type:

VISA MC AMEX DISCOVER DINERS

CC #: _____ **EXP. DATE:** _____

Name on CC: _____