California HOSA – Future Health Professionals
Cal-HOSA 2019 State Leadership Conference
March 28-31, 2019 ● Sacramento Convention Center

Visit SACRAMENTO

Hotel Reservation Form

Conference registration is REQUIRED prior to making hotel reservations.

Reservations are made by completing this form and emailing/mail or faxing it to the Housing Bureau, OR through the Housing Link only.

Mail to: Visit Sacramento–CalHOSA Housing
1608 I Street
Sacramento, CA 95814

or FAX Visit Sacramento CalHOSA Housing
(916) 808-8414

or Directly Online: cal-hosa.org - *2019 State Leadership Conference* section or
https://book.passkey.com/go/CALHOSA2019/

For housing questions contact Visit Sacramento Housing Bureau - Mon-Fri 9:00 am - 4:00 pm **-** Joline Pudoff at jpudoff@visitsacramento.com (916) 808-6715

Reservations must be made by Friday, March 1, 2019 Housing Bureau Deadline. After the deadline, for new reservations*please contact the hotels directly. For changes and cancellations, please contact the hotels directly after **March 7, 2019.** *It is at the Hotel's discretion whether to accept additional reservations that will be subject to prevailing rates and availability. **If you are making more than 10+ reservations**, please complete this form **ONCE** and include an additional page with the rooming list. Your rooming list needs to include your school name, the adult chaperone for each student room and the student names for each room. **Your final rooming list including student names are due to the Housing Bureau by February 15, 2019.**

School Name (REQUIRED):	
Adult Contact:	
Adult Phone #:	
Adult Email:	
Address	
City/State/Zip	
Arrival Date	
Departure Date:	

Chaperone for Room:	
Occupant Name 1:	
Occupant Name 2:	
Occupant Name 3:	
Occupant Name 4:	

☐ King (1 bed, 1-2 people)
☐ Double/Double (2 beds, 2-4 people)
☐ Requires ADA Room
☐ Special Request:_____

ACCOMMODATIONS: Room assignments are on a first-come, first-serve basis. Please rank your hotel preference 1 - 5. If rooms are no longer available in your first choice, you will be placed in the next closest available hotel. Failure to confirm your first choice hotel does not constitute an error. If you do not indicate alternate choices, the Bureau will automatically assign you to the next available hotel.

Hotel Preference *List in order of preference*:

1st Choice	
2nd Choice	
3rd Choice	
4th Choice	
5th Choice	

Convention Hotels and Rates:

Hyatt Regency *	$158 per room
Sheraton Grand *	$158 per room

* These hotels are across the street from the Convention Center
Check-in time is 3:00 pm. Check out time is 12:00 pm.
Current taxes and fees are 15.27% Total Tax per room per night and are subject to change without notice.
Additional fees may be assessed at individual hotels (Parking, housekeeping, etc.).
All Sacramento hotels are non-smoking hotels.

GUARANTEED RESERVATIONS ONLY: **Reservations will not be processed without a form of guarantee.**

☐ Visa   ☐ MasterCard   ☐ AMEX   ☐ Discover   ☐ Check #_____   ☐ Purchase Order #_____

Credit cards will NOT bet charged until after the housing deadline. Once reservations are transferred to hotels, hotels may charge the one-night deposit to credit cards on file. To reserve room with a check, please make deposit checks out to Visit Sacramento and mail to the Visit Sacramento office listed above. **Checks MUST be received by February 15, 2019**. If you are mailing a check after February 15, 2019, please make the check directly to the hotel and MUST arrive at least 1 week prior to arrival. A check or credit card is required to pay for your room at the time of check-in.

Credit Card Number _____   Expiration Date: _____

Name on the Card _____   Signature _____

If the Guest name is different than the cardholder name Credit Card Authorization Form Needed   ☐

CHANGES & CANCELLATIONS: Visit Sacramento accepts changes and cancellations only up until the cut-off date of March 1, 2019. Reservations will be transferred to the hotels between March 5-7, 2019. After the March 7, 2019, please contact the hotel directly for all changes, cancellations or for rates and availability.
The assigned hotels must receive at least 72 hours prior to arrival to avoid a cancellation fee.

Cal HOSA Rooming List Form

Room	Guest Name	Share With	Arrival Date	Departure Date	Room Type	Chaperone Name
1.						
2.						
3.						
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