

# HOTEL RESERVATION FORM

## NATIONAL YOUTH WORKERS CONVENTION

Sacramento Convention Center  
October 9-13, 2008

For best availability and immediate confirmation, make your reservation *via Internet*. Faxed & Mailed housing requests will take longer to process and choice hotels may not be available.

**Internet Reservations:**  
www.youthspecialties.com

**Faxed Reservations:**  
916.808.8414

**Mailed Reservations:**  
National Youth Workers Convention  
c/o SCVB  
1608 I Street  
Sacramento, CA 95814

**Housing Questions:**  
Call 916.808.7617  
Email jreilly@cityofsacramento.org

**Acknowledgements**  
The Youth Specialties Housing Bureau will send you an acknowledgement number for your reservations. Please review all information for accuracy. Email acknowledgement numbers will be sent as soon as reservation is processed. Note: You may not receive a separate confirmation from your hotel.

**Room Rates/ Taxes/ Deadline**  
To take advantage of the special Youth Specialties rates, please book your reservation by September 18, 2008. After this date, Youth Specialties room blocks will be released and hotels may charge higher rates. All rates are per room/per night and are subject to tax. Special requests cannot be guaranteed; however, hotels will do their best to honor all special requests. Hotels will assign specific room types upon check-in, based on availability.

**Guarantee**  
A valid credit card number is required to guarantee your reservation. If you do not provide a credit card number, you must submit a check in the amount of one night's stay plus tax upon receipt of your hotel acknowledgement. Make sure the check is payable to YS Housing Bureau and mail to the Youth Specialties Housing Bureau at the above address.

**Changes/Cancellations**  
Continue to use Youth Specialties Housing Bureau for changes and cancellations through September 18, 2008. Beginning September 19, 2008, changes and cancellations must be directed to your confirmed hotel. All cancellations must be received within 72 hours prior to arrival or your confirmed hotel will assess one night's room/tax.

**RESERVATION WILL NOT BE PROCESSED IF FORM IS INCOMPLETE.** Telephone requests are not accepted. Keep a copy of form for your records. **DO NOT MAIL AFTER FAXING.** Acknowledgements are emailed or auto-faxed to the person requesting the room.

**Select Hotels:** Please rank hotels in order of preference. Rooms are assigned first come/first served. If choices are not available, a room will be secured at a hotel based on your preference of rate or proximity, and availability. Please see room type descriptions below.

**If hotel choices are sold out, which is more important?**       Room Rate       Proximity

**Please denote preference by ranking your choices:**  
     \_\_\_ Hyatt Regency Sacramento: Single \$110, Double \$115, Triple/Quad \$150  
     \_\_\_ Sheraton Grand Sacramento: Single \$110, Double \$115, Triple/Quad \$150

**Person Requesting Room (please print):**

First Name	Middle Initial	Last Name
Organization		
Street Address or P.O. Box Number		Daytime Number
City	State	Country
Email Address (REQUIRED to receive acknowledgement)		Zip Code
		Fax Number

**Occupant Names (ONLY one application per room):**

First Name	Last Name	First Name	Last Name
First Name	Last Name	First Name	Last Name

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

Requests for more than 2 days pre/post-convention may not be available through the Housing Bureau. Acknowledgements will advise you to call the hotel directly for additional room nights (not always available at convention rates).

**Room Type:** The Housing Bureau will request room type, hotel will confirm if available at check-in.

- Check one:
- |  |   |
|--|---|
| <input type="checkbox"/> SINGLE (1 room- 1-2 ppl- 1 bed) | <input type="checkbox"/> DOUBLE (1room- 2 ppl- 1 bed)   |
| <input type="checkbox"/> DBL/DBL (1room- 2 ppl- 2 beds)  | <input type="checkbox"/> TRIPLE (1 room- 3 ppl- 2 beds) |
| <input type="checkbox"/> QUAD (1 room- 4 ppl- 2 beds)    |   |

**Room Guarantee:** All rooms must be guaranteed with a credit card or check for one night's deposit payable to your designated hotel upon receipt of acknowledgement.

Type of Card	Credit Card Number	Expiration Date	Name on Card
--------------	--------------------	-----------------	--------------

**Special Requests:**       Smoking       Non-Smoking       Handicap Accessible

**HOUSING FORM MUST BE RECEIVED BY SEPTEMBER 18, 2008**