

# Hotel Registration

## California School Library Association

November 20–23, 2008  
Sacramento, California

**Instructions** There are **two ways to register: either online** ([www.csla.net](http://www.csla.net)) **or using this form**. Please read all hotel information prior to registering online or submitting this form. Keep a copy of this form. Use one form per room required. **Telephone reservations, call 888-421-1442 for a Passkey agent.** For questions, or multiple room requests (2 rooms or more), call Donna at (916) 321-3566.

**Deadlines and Cancellations** All reservations must be made and received by the Hyatt Hotel **by October 24, 2008**. For reservations **after** October 24, call the Hyatt Hotel directly at (916) 443-1234 or (800) 233-1234. Identify yourself with the California School Library Conference. Rates may vary from special CSLA rates in effect prior to the October 24, 2008, deadline depending on the number of rooms still available in the CSLA room block. For cancellations or changes after the October 24 deadline, contact Donna at (916) 321-3566 or email: [dleonard@hyatt.com](mailto:dleonard@hyatt.com).

**Deposit** All reservations must be guaranteed by providing a major credit card. If you are paying by check, you must mail a copy of this hotel registration form to the hotel at the address below. **Reservations not guaranteed will not be processed.** If you do not arrive or cancel within 24 hours of arrival date, you will be liable for the first night's deposit. Reservations are processed on a first-come, first-served basis. **Purchase orders are not accepted.**

**Online Registration** For instant hotel acknowledgement, go to the CSLA conference website ([www.csla.net](http://www.csla.net)) or ([https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=72225&fromResdesk=true](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=72225&fromResdesk=true)) to register online, you must guarantee with a credit card. Attendees can make changes or cancellations themselves via Passkey prior to the cutoff date.

**Mail or Fax This Form** **Mail to:** Hyatt Regency Sacramento, attn. Donna Leonard, CSLA Conference 2008 Housing, 1209 "L" Street, Sacramento, CA 95814, with credit card information; or **Fax to:** (916) 321-3569, with credit card information. **Reservations not guaranteed will not be processed.**

**Accommodations and Rates** **Hyatt Regency Sacramento** (directly across from the convention center)  
Circle bed and type of your choice.

<i>Single:</i> <i>1pers/1bed</i>	<i>Double:</i> <i>2ppl/1bed</i>	<i>Dbl/Db:</i> <i>2ppl/2beds</i>	<i>Triple:</i> <i>3ppl/2beds</i>	<i>Quad:</i> <i>4ppl/2beds</i>
\$105	\$105	\$105	\$130	\$155

*Plus current tax rate at the time of event (currently 12%) plus a \$1.65 per room, per night tourism assessment.*

**Overnight parking for hotel guests:** Self-parking, \$17; valet parking, \$25.

(Please TYPE or PRINT)

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

Name of primary occupant: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School/Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax\*: ( ) \_\_\_\_\_ E-mail\*: \_\_\_\_\_

\* Acknowledgement will be faxed or e-mailed if information is given; otherwise it will be mailed.

Names of all room occupants (not including yourself): \_\_\_\_\_

Requests:  Nonsmoking  Smoking  Special needs (please specify): \_\_\_\_\_

(All special requests are confirmed at the time of check-in.)

Method of payment  Guaranteed by my credit card:  
 Am. Exp.  MasterCard  Visa  Discover  Diners

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_