



Hotel Reservation Form

Reservations will not be accepted over the phone. NO EXCEPTIONS.

Mail to: Visit Sacramento—UMOJA Housing 1608 I St. - Sacramento, CA 95814 or Fax to (916) 808-8414 -- **DO NOT FAX THIS FORM TO THE UMOJA OFFICE** or On the Internet at or <https://aws.passkey.com/go/UMOJA2017/>

For housing questions contact the Visit Sacramento Housing Bureau - Mon-Fri 9:00 am - 4:00 pm **PLEASE DO NOT CALL THE UMOJA OFFICE**
 Allie Rubio at arubio@visitsacramento.com (916) 808-7617 OR Joline Pudoff at jpudoff@visitsacramento.com (916) 808-6715

Reservations must be made by Friday, October 6, 2017 Housing Bureau Deadline. After the deadline, for new reservations*please contact the hotels directly. For changes and cancellations, please contact the hotels directly after **October 13, 2017.** *It is the Hotel's discretion whether to accept additional reservations which 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 responsible 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 September 15, 2017.**

REQUIRED FIELDS	
School Name:	
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)
- King with Rollaway (3 people) *Sheraton ONLY
- Double/Double (2 beds, 2-4 people)

ACCOMMODATIONS: Room assignments are on a first-come, first-serve basis. Please rank your hotel preference 1 - 4. 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:*

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

Convention Hotels and Rates:

Sheraton Grand (1/2 block from Convention Center)	\$174 per room
Hyatt Regency (1 block from Convention Center)	\$169 per room
Best Western Sutter House (3 blocks from Convention Center)	\$119.99 per room
Holiday Inn Express (4 blocks from Convention Center)	\$129 per room
Check-in time is 3:00 pm. Check out time is 12:00 pm. All hotels are non-smoking hotels. Rates do not include the 15.27% occupancy tax, STMD Fee & Tourism fees.	

- Requires ADA Room
- Special Request: _____

Payment Information/Cancellation Policy: Deposit required equal to one night's stay, including applicable tax and assessment fees for each requested reservation, non-refundable after September 15, 2017. Deposits will be forfeited for reservations that are cancelled after September 15, 2017.

I have read and understand the Payment Information/Cancellation Policy

Signature Required to Process Hotel Reservation Form

GUARANTEED RESERVATIONS ONLY: Reservations will not be processed without a form of guarantee. Credit cards will be used for guarantee and charged the deposit once reservations have been transferred to the hotel after October 13, 2017. **If paying by check, please make checks out to Visit Sacramento. Checks must be received by September 15, 2017.**

Guarantee with: Visa MasterCard American Express Discover Check for 1st night for each requested room - Check #: _____

Credit Card Number: _____ Expiration Date: _____

Name on card: _____ Signature: _____

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

CHANGES & CANCELLATIONS: The Visit Sacramento accepts changes and cancellations only up until the cut-off date of October 6, 2017. Reservations will be transferred to the hotels between October 9-11, 2017. After the deadline, please contact the hotel directly after October 13, 2017 for all changes, cancellations. **The assigned hotels must receive at least 72 hours prior to arrival to avoid additional cancellation fees.**